

Safeguarding Policy

A Framework for protecting children,
young people and adults

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Updated by: Head of Youth Work

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Policy Statement

LGBT Youth Scotland's vision is that Scotland is the best place to grow up for lesbian, gay, bisexual, transgender and intersex young people.

LGBT Youth Scotland takes the safeguarding of children, young people and adults seriously, and all staff and volunteers are committed to, and have a responsibility in, ensuring the safety and wellbeing of all who access our services and in the wider community. We strive to be reflective, accountable and ensure quality in everything that we do.

This framework for the protection of children, young people and adults sets out LGBT Youth Scotland's approach and procedures to ensure the safety and wellbeing of children, young people and adults and that they are protected from harm. This policy has been created in line with:

- The National Guidance for Child Protection in Scotland 2014
- Getting it Right for Every Child (GIRFEC)
- Children (Scotland) Act 1995
- Children and Young People (Scotland) Act 2004
- Adult Support and Protection (Scotland) Act 2007
- Equality Act 2010
- Gender Recognition Act 2004
- The Scottish Government's Child Rights and Wellbeing Impact Assessment Approach

Failure to comply with this policy, including any arrangements which are put in place under it, will be investigated and may lead to disciplinary action being taken.

Purpose

LGBT Youth Scotland is committed to the protection of all children and young people and regards safeguarding and promoting of the safety and wellbeing of children and young people as of paramount importance. We are also committed to the protection of vulnerable children, young people and adults from exploitative relationships.

LGBT Youth Scotland consider it the duty of all those employed or involved with the organisation, to prevent harm of all children, young people and adults with whom they come into contact, including reporting any concerns discovered or suspected. We are committed to ensuring that children, young people and adults have the right to live in safety, with dignity, free from abuse and neglect.

Safeguarding

Safeguarding is the action that is taken to promote the welfare of children, young people and adults and to protect them from harm. It focuses on protecting individuals identified as suffering or likely to suffer significant harm.

Safeguarding means:

- protection from abuse and maltreatment
- preventing harm to health or development
- ensuring children and young people grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes

Who might need safeguarding?

A child, who is someone under the age of 16 and in some instances young people between the ages of 16 and 18 who are looked after and accommodated by the local authority.

An adult, who is someone over the age of 16 years or in some instances up to the age of 21 if they are care experienced.

A vulnerable adult, who is anyone over 16 years of age who is unable to safeguard themselves, their property and their rights.

What is child protection?

Child protection is safeguarding a child or young person from abuse, harm or neglect. Abuse or neglect need not have taken place; it is sufficient for a risk assessment to have identified a risk of significant harm. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child.

Child abuse involves circumstances where a child or young person's basic needs are not being met in a manner which is appropriate to their individual needs and stages of development and the child is, or will be, at risk through avoidable acts of commission or omission.

What are adults at risk?

An adult at risk is defined as those, over the age of 16, who:

- are unable to safeguard their own well-being, property, rights or other interests;

- are at risk of harm; and
- because they are affected by disability, mental disorder, illness or physical or mental infirmity are more vulnerable to being harmed than adults who are not so affected.

Categories of abuse include

- Physical abuse
- Neglect
- Sexual abuse
- Emotional abuse
- Non-organic failure to thrive
- Significant harm

See Appendix 1 for additional information, including descriptions of different types of abuse and risk

Confidentiality

We put the wellbeing, health and development of children, young people and adults at risk first. An important part of this is to ensure that young people are listened to and communicated with in relation to decisions that impact upon them.

If a child or young person may be at risk of harm, this will override a professional or organisational requirement to keep information confidential. Those employed or involved with the organisation have a responsibility to act quickly, efficiently and effectively to make sure that a child, young person or adult whose safety or welfare may be at risk is protected from harm. Children and young people should be made aware of LGBT Youth Scotland's confidentiality and safeguarding policy when accessing services.

- Should there be any concern that the child or young person may be at risk, it is essential that child protection procedures are followed immediately.
- Should there be a concern that an adult is at risk it is essential that vulnerable adult procedures are followed immediately.

There will be occasions where you will have to share information externally.

- In such circumstances, the child, young person and/or their parents/carers where appropriate should be informed of the intention to share information and the reasons

why. The only exception would be if by doing so would further expose the child or young person to risk or hamper a police investigation.

- In circumstances relating to adults the individual concerned should be informed of the intention to share information and the reasons why and confidentiality may be breached if they are considered to be an adult at risk.

Implementation

Any action taken by LGBT Youth Scotland in relation to safeguarding will take account of the best interests of the child, young person or adult and their safety and wellbeing will be put before all other considerations. In the event of need for action, it will be taken wherever possible with the full consent and involvement of the person involved.

Using the GIRFEC approach we put young people at the centre of any decision making whilst being mindful of any additional characteristics and circumstances as outlined within the Equality Act 2010. We are also mindful of other characteristics including non-binary identities, care experienced young people and young carers, social economic and where English is not their first language. This list is not exhaustive and individual circumstances must be considered.

GIRFEC notes that its everyone's responsibility to ask five key questions when they have concerns about a child.

- What is getting in the way of this child or young person's wellbeing?
- Do I have all the information I need to help this child or young person?
- What can I do now to help this child or young person?
- What can my agency do to help this child or young person?
- What additional help, if any, may be needed from others?

The Safeguarding Officer for LGBT Youth Scotland is the **Head of Youth Work**.

The Youth Work Manager for your locality or the Manager of the Youth Commissions is the first point of contact for all safeguarding concerns. If the Youth Work Manager is unavailable, then another Youth Work Manager or the Head of Youth Work would be your point of contact.

All safeguarding concerns will be actioned as follows:

- At the first indication that you may have concerns, or a young person may be disclosing a safeguarding concern to you, offer your full attention, and advise as per our safeguarding policy we may not be able to hold information they disclose
- Be supportive to the young person.

- Listen with care, but do not ask any unnecessary questions.
- Take what the young person is saying seriously. Offer reassurance remembering that, for most young people, it will have taken tremendous courage to tell.
- Gather relevant details, don't make assumptions and avoiding asking leading questions or investigating:
 - Are you safe right now?
 - What has happened?
 - When did it happen?
 - Where has it happened?
 - Who else is involved?
 - What other services/other people are aware of this?
 - What do they want to happen now?

All concerns must go to the Youth Work Manager for your locality or the Manager of the Youth Commissions. For concerns that arise through the digital service they will contact the Head of Youth Work. Staff will use the Responding to Crisis Situations Framework and discuss with the Youth Work Manager if unsure of actions to take.

A safeguarding reporting form must be completed immediately and emailed to the Youth Work Manager for the locality or the Manager of the Youth Commissions. If they are unavailable i.e. on annual leave, then this should be emailed to the Head of Youth Work and if all are unavailable, another Youth Work Manager. If unable to complete the form immediately, i.e. if out on a trip with young people etc, then staff must call the Youth Work Manager with as many details as possible and agree actions for going forward.

Your line manager will provide support as required in terms of a debrief and ensure any actions are followed up on. This can be through email, telephone or face to face. Due to the timings of our services this may require to be the following day. The Youth Work Manager will have an overview of this and will either take the lead or guide staff if the concerns are either high risk or complex.

LGBT Youth Scotland provide services for young people during the day but also in the evenings and at weekends. If there is a safeguarding concern, which is either high risk or staff are unsure of actions and what to do next, in the evening or at the weekend, or at times where there is limited availability of safeguarding contacts they should contact a Youth Work Manager or the Head of Youth Work.

See Appendix 2 for Safeguarding Flowchart

See Appendix 3 for Responding to Safeguarding concerns framework

See Appendix 4 for Safeguarding Reporting Form

What happens after completion of a Safeguarding reporting form?

The Manager will provide guidance on how to proceed.

The local authority social work service has the statutory duty to protect children and young people in partnership with other agencies.

All cases of suspected or alleged abuse must be treated seriously and the following may be contacted:

- Social Work Services Office
- Emergency Social Work
- Police
- Emergency services

It is the duty of Social Work Services to investigate matters of concern in relation to the protection of the child or young person. Where it is alleged a crime has been committed against a child, the matter is likely to be investigated jointly with the Police.

The investigating Social Worker/Police Officer may require to speak to the person with whom the concerns originated and LGBT Youth Scotland will co-operate with any enquiries including attending case conferences and/or multi-agency meetings where appropriate and where resources allow.

The young person may continue to be involved with the organisation following the reporting of the concerns and will be supported appropriately in line with their individual needs.

What to do if you have concerns about someone within the organisation

If you have concerns regarding a member of the organisation acting in relation to safeguarding this should be reported to the Head of Youth Work outlining your concerns and the basis for them. They will take your concerns seriously and decide on an appropriate course of action. This may involve the use of the organisation's conduct and capability procedures. Where appropriate this may be reported to the Police.

If the concerns involve the Head of Youth Work then this should be reported to the Chief Executive.

Staff confidentiality will be managed in accordance with the whistle blowing policy.

Lone working

LGBT Youth Scotland is committed to practices and procedures which ensure the safety of staff, volunteers and service users. This includes avoiding 'lone working' where possible. There will be some instances where this is not possible, and LGBT Youth Scotland will ensure that these instances are suitably risk assessed and managed.

Any staff member without a PVG will not be left in a situation where they are on their own with any young people.

Training and awareness

All staff and volunteers receive safeguarding training and are aware of the Safeguarding Policy. All staff and volunteers have a responsibility to familiarise themselves with procedures and adhere to them at all times.

All staff receive a robust induction and ongoing training and support.

All staff who meet the criteria, as outlined with Disclosure Scotland, to be registered with the PVG scheme will be registered appropriately.

No volunteer or staff member can work either in a group setting or along with young people until their PVG clearance has come through and they have received safeguarding training.

All staff and volunteers will refresh their safeguarding training every two years.

All staff receive regular supervision where safeguarding is a mandatory agenda item.

These measures have been put into place to ensure staff are confident and fully trained in order to meet LGBT Youth Scotland's safeguarding practice.

It is the responsibility of all staff to seek support and guidance, to communicate any concerns and to implement and adhere to this policy.

Appendix 1

Descriptions of different types of abuse and risk and supporting young people

The list below is not exhaustive but designed to give some guidance on how to recognise abuse and risk.

Physical abuse

Physical abuse is when a child or young person is deliberately hurt, causing injuries such as cuts, bruises, burns and broken bones. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating. Physical abuse may also be if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don't need, making them unwell.

Neglect

Neglect is persistently failing to meet basic physical and/or psychological needs usually resulting in serious damage to health and development. It may involve failing to provide adequate food, clothing or shelter and failing to protect from harm or access to appropriate medical care/treatment.

Non-Organic Failure to Thrive

Children who significantly fail to reach normal growth and developmental milestones (i.e. physical growth, weight, motor, social and intellectual development) where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established.

Emotional abuse

Emotional abuse is the persistent emotional neglect or ill treatment which have severe adverse effects. It may involve conveying that the child or young person is worthless, unloved, inadequate etc. It may involve humiliating, constantly criticising, threatening, trying to control a child's life and not recognising their individuality, never saying anything kind, positive or encouraging etc

Sexual abuse

Sexual abuse is any act that involves the child or young person in any activity for the sexual gratification of another person. Sexual abuse is forcing or enticing a child or young person to take part in sexual activities. It doesn't necessarily involve violence and the child or young person may not be aware that what is happening is abuse. It can happen online or in person.

It also includes not taking proper measures to prevent a child being exposed to sexual activities by others, showing pornography to a child and making, viewing or distributing child abuse images or allowing someone else to make, view or distribute child abuse images.

Child sexual exploitation

Child sexual exploitation (CSE) is a type of sexual abuse. Young people in exploitative situations and relationships receive things such as gifts, status or affection in exchange for taking part in sexual activities. Young people may be tricked into believing they're in a loving, consensual relationship and don't understand that they're being abused. Young people can also be groomed and exploited online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.

Domestic abuse

Domestic abuse takes place by a partner, ex partner, or extended family members. Domestic abuse can be physical, mental, emotional, financial and sexual. It is any type of abusive or threatening behaviour between people who are or were in an intimate relationship and is used by one partner to control the other partner. Children's exposure to domestic abuse between parents and carers is child abuse. Children can be directly involved in incidents of domestic abuse or they may be harmed by seeing or hearing abuse happening.

Bullying and cyberbullying

Bullying is behaviour that hurts someone else. It usually happens over a lengthy period of time and can harm a child both physically and emotionally. Bullying includes:

- verbal abuse or non verbal abuse
- threatening, intimidating or humiliating someone
- exclusion or isolating someone
- constant criticism or spreading rumours
- racial, sexual or homophobic, biphobic and transphobic bullying
- physical assaults, such as hitting and pushing

Bullying can happen anywhere – at school, at home or online. When bullying happens online it can involve social networks, games and mobile devices. Online bullying can also be known as cyberbullying. Cyberbullying includes:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos

- 'trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games

Self-harm

Self-harm can take lots of physical forms, including cutting, burning, bruising, scratching, hair-pulling, using alcohol or drugs. Young people often use self-harm as a coping strategy. The physical pain of self-harm might feel easier to deal and can make a young person feel they're in control of at least one part of their lives. Self-harm isn't a suicide attempt or a cry for attention. Instead, it's often a way for young people to release overwhelming emotions.

Suicidal thoughts

Some children and young people may feel like or think about ending their life. Many things can trigger suicidal thoughts and it is important to understand the holistic picture for the young person to ensure they are able to access support individual to their needs.

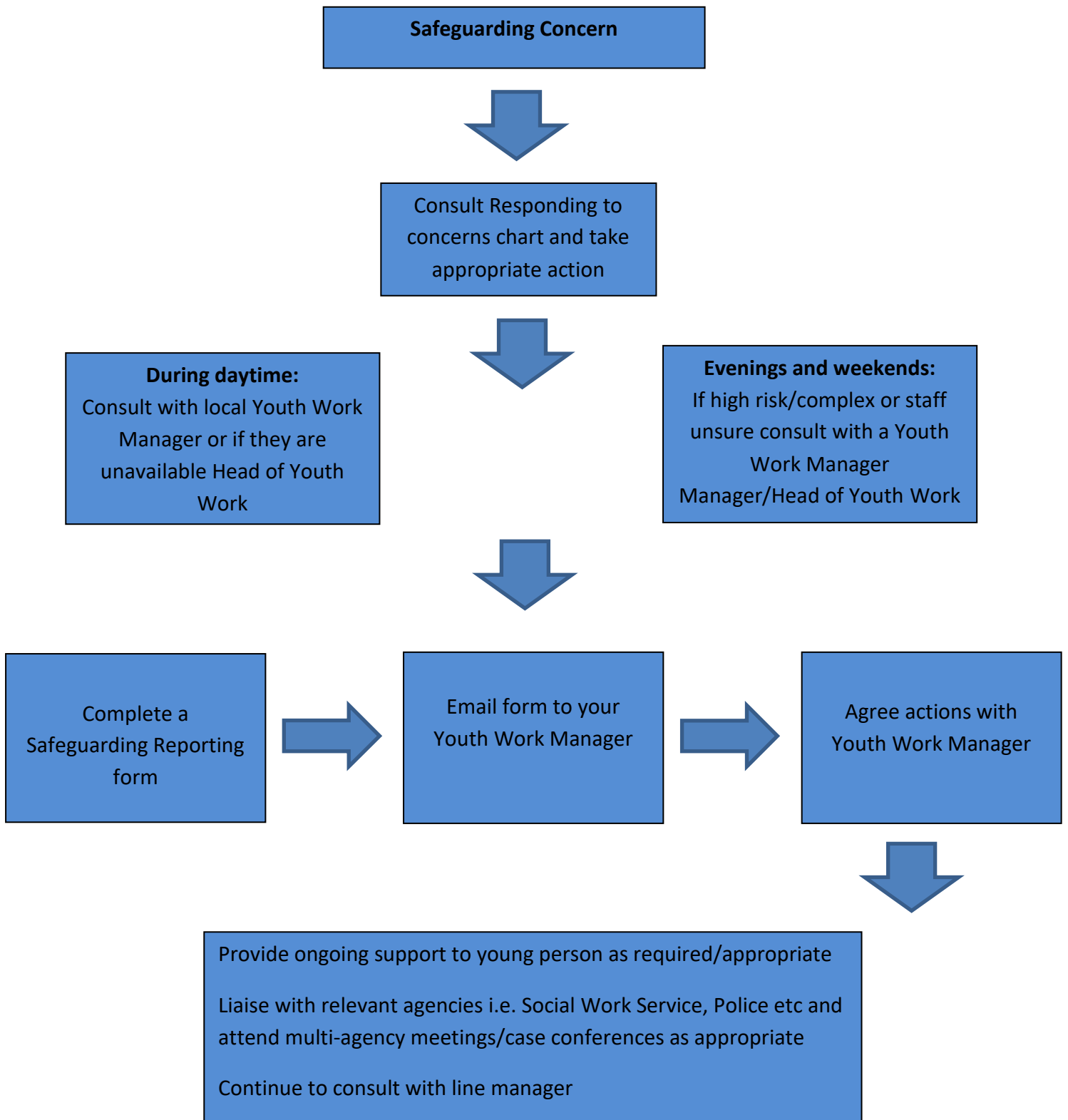
Young people who are having thoughts of suicide may or may not be behaving in a way that puts their life at risk. Young people experiencing suicidal thoughts, however, are potentially at risk of acting on these thoughts. Those who are engaging in suicide behaviours are at risk of death or harm. It is important to establish if the young person has a plan. All concerns around suicide will be taken seriously to ensure appropriate interventions/support is put into place immediately.

Significant harm

Significant harm can result from a specific incident, a series of incidents or an accumulation of concerns over a period of time. It is essential when considering the presence or likelihood of significant harm that the impact or potential impact on the child or young person takes priority. It is necessary to consider:

- the nature of the harm
- the impact on the child or young person
- the context in which it occurred
- any other needs which may make the child or young person more vulnerable i.e. disability, medical condition etc

Appendix 2: Safeguarding flow chart



Responding to Safeguarding Concerns

This is not an exhaustive list and is designed to support staff in dealing with safeguarding concerns. Please be aware that each situation will be individual and may have additional factors to consider. All staff must adhere to the Safeguarding policy and flowchart

Physical/emotional abuse	Sexual abuse/rape	Self-harm	Suicidal thoughts	Intent to complete suicide	Homelessness	Health Crisis
<p>Support the young person, allow them to talk about what they want to for support but do not investigate.</p> <p>Is it historical and been dealt with by authorities?</p> <p>If under 16 years or a vulnerable adult this must be passed to the police/social work services</p> <p>If over 16 years support the young person to make the decision that is best for them. Give them options and information including support available, i.e. staff advocating or supporting them to contact authorities and signposting</p> <p>Agree ongoing support</p>	<p>Support the young person, allow them to talk about what they want to for support but do not investigate.</p> <p>Is it historical and been dealt with by authorities?</p> <p>If under 16 years or a vulnerable adult this must be passed to the police/social work services</p> <p>If over 16 years support the young person to make the decision that is best for them. Give them options and information including support available, i.e. staff advocating or supporting them to contact authorities and signposting</p> <p>Agree ongoing support</p>	<p>Explore the young person's circumstances to look at the holistic picture of what so going on for the young person and what is making them feel the need to self-harm</p> <p>What safety measures/support systems do they have in place?</p> <p>Administer first aid if required or Call NHS24 for advice or ambulance as necessary</p> <p>Agree a safety plan with the young person – to include where possible identified support people and agencies and coping strategies</p> <p>Agree ongoing support</p> <p>It might be necessary to involve social work services if under 16 and/or a vulnerable adult</p>	<p>Explore the thoughts with the young person to look at holistic picture of what is going on for the young person and where support could be put into place</p> <p>Confirm whether they have a plan or not</p> <p>Agree a safety plan with the young person – to include where possible identified support people and agencies and coping strategies</p> <p>Agree information sharing with other agencies to ensure appropriate support</p> <p>Agree ongoing support</p>	<p>Explore this with the young person to look at the holistic picture of what is going on for the young person and where support could be put into place</p> <p>Confirm their plan if possible</p> <p>Call police/ ambulance and remain with young person until they are in the care of emergency services. Agree to check in with the young person and emergency services the next day or next appropriate time</p> <p>Agree ongoing support</p>	<p>Support the young person, allow them to talk about their situation for support</p> <p>If over 16 years explore what they would like to happen and talk about options. Support the young person in contacting family/friends if possible, or emergency accommodation provided by the local authority</p> <p>If under 16 years talk about their options and contact Social Work Services for support</p> <p>Agree ongoing support</p>	<p>Administer first aid if possible and/or required</p> <p>Call NHS24 for advice or ambulance as necessary</p> <p>Consider additional factors i.e. substance misuse, self-harm, eating disorders etc Explore with young person if possible</p> <p>It might be necessary to involve social work services if under 16 and/or a vulnerable adult</p> <p>Agree ongoing support</p>



Private & Confidential

Safeguarding reporting form

Data Protection Instruction:
Securely destroy 10 years from creation date

Details of person completing this form:

Workers name:

Designation:

Contact details:

Details of young person of concern:

Preferred name of young person:

Pronoun:

Any other names the young person may be known as:

Any sensitivities around the young person's LGBTI identity:

Date of Birth:

Age:

Address:

Phone Number:

Email address: (if known)

IP Address: (digital only)

LGBTYS Group:

Local Authority Area:

Emergency contact:

Next of Kin:

Relationship to young person:

Address:

Phone Number:

Concern/s:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Physical abuse/assault | <input type="checkbox"/> Neglect | <input type="checkbox"/> Emotional abuse | <input type="checkbox"/> Sexual abuse/rape |
| <input type="checkbox"/> Sexual exploitation | <input type="checkbox"/> Sexual risk taking | <input type="checkbox"/> Domestic abuse | <input type="checkbox"/> Bullying/harassment |
| <input type="checkbox"/> Housing/homelessness | <input type="checkbox"/> Benefits/finance | <input type="checkbox"/> Perpetrator of crime | <input type="checkbox"/> Self harm |
| <input type="checkbox"/> Suicidal thoughts/feelings | | | |

Date of concern:

Details of concern: (use the young person's exact words where possible and include how concern came to you i.e. 1:1, digital etc)

Any other relevant information:

What the young person would like to happen?

Is the young person accessing any other services?

Name of service and contact details:

Is there any information the young person does not want to be shared (note, in CPVA cases confidentiality may require to be breached)

Agreed action to be taken:

Outcome:

What to do next:

- ➔ Save a copy of this paperwork and password protect it
- ➔ Send a copy to the Partnership Manager for your locality and your line manager
- ➔ Send a separate e-mail with the password
- ➔ Update young person's file with any relevant information
- ➔ Follow up any actions and provide ongoing support as appropriate

Log:

Date: _____ **Worker's Name:** _____

Notes _____

Date: _____ **Worker's Name:** _____

Notes _____

Date: _____ **Worker's Name:** _____

Notes _____

Date: _____ **Worker's Name:** _____

Notes _____

Date: _____ **Worker's Name:** _____

Notes _____