



# Safeguarding Adults Policy

**Key contact:** Kirsty Walker, Director of Neighbourhoods

## Contents

Policy Summary .....	2
1.Purpose .....	2
2.Who and where does this policy apply .....	2
3.Policy Statement.....	2
4.Roles and Responsibilities .....	3
5.Procedure/Related documents.....	3
6.Policy review.....	4
7. Equality Impact Assessment .....	5
Policy control sheet.....	8
Appendix 1 – Acting on Safeguarding Concerns .....	9
Appendix 2 - Legislation, Statutory Guidance and Definitions .....	12
Appendix 3 - What is Safeguarding - Who is at risk - .....	14
Appendix 4 - Principles of Safeguarding and their application .....	15
Appendix 5 - Types of abuse and how to recognise them.....	16
Appendix 6 - Prevent and Safeguarding .....	18
Appendix 7 - Confidentiality .....	20
Appendix 8 - Provisions in place at TDC to help keep people safe.....	21
Appendix 9 - Using My Concern to report a Safeguarding concern.....	22
Appendix 10 - Model Safeguarding policy and procedure for small community groups .....	29
Appendix 11 – Missing Persons Procedure.....	32

## Policy Summary

This policy sets out our commitment to safeguarding adults, to taking action to promote people's welfare and wellbeing. It helps us to meet our obligations in relation to relevant legislation (see Appendix 2).

The policy applies to all staff, volunteers and people working for and on behalf of TDC. It applies to all concerns about the safety of adults involved in our organisation, in our activities and in our wider community.

We recognise that safeguarding is everyone's responsibility. This policy helps all staff and volunteers to understand what to do and who to contact if they have a concern relating to the welfare or wellbeing of an adult.

### 1.Purpose

Safeguarding individuals, promoting their welfare and treating them with respect and dignity are core values to TDC. TDC will not tolerate the abuse of adults in any of its forms and is committed to safeguarding adults from harm.

The purpose of this policy is to demonstrate the commitment of TDC to safeguarding adults and to ensure that everyone involved in TDC is aware of:

- the legislation, policy and procedures for safeguarding adults
- their role and responsibility for safeguarding adults
- what to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult (including but not limited to staff members, volunteers, community members, clients, service users).

### 2.Who and where does this policy apply

This policy and associated procedures apply to all people involved in TDC, including Board members, staff, volunteers, members and anyone else working for or on behalf of TDC. It applies to all concerns about the safety of adults whilst taking part in our organisation, our activities and in the wider community.

We expect any organisation working in partnership with TDC to demonstrate their commitment to the principles and practice as set out in this Safeguarding Adults policy.

### 3.Policy Statement

- We believe everyone has the right to live free from abuse or neglect regardless of age, ability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.
- We are 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.
- We acknowledge that safeguarding is everybody's responsibility.
- We recognise that there is a legal framework within which TDC will work to safeguard adults, and will act in accordance with the relevant legislation and with local statutory safeguarding procedures.

The aims of this policy are to ensure that:

- everyone involved in TDC is aware of adult safeguarding procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of an adult
- any concern that an adult is not safe is taken seriously, responded to promptly, and followed up in line with Safeguarding Adults policy and procedures
- the well-being of those at risk of harm will be put first, and the adults involved will be supported and empowered to create their own solutions (unless a crime has been or is going to be committed)

- any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- confidential, detailed and accurate records of all safeguarding concerns are maintained and stored securely in line with our Data Protection Policy
- safe and effective working practices are in place.

## 4.Roles and Responsibilities

**The Board** is responsible for approving the policy and reviewing regular updates from the executive on safeguarding concerns raised, their outcomes and learning for TDC. The Board Designated Safeguarding Lead, in liaison with the SLT and Chief Executive, has oversight of the Safeguarding policy.

**Chief Executive** is accountable for implementation of this policy.

**Senior Leadership Team (SLT)** is responsible for regular review of safeguarding concerns raised and submission of quarterly reports to the Board.

**Designated Safeguarding Leads (DSLs)**. Each DSL has operational safeguarding responsibility for their department, and each and every DSL is a point of contact for anyone requiring advice and guidance about a safeguarding concern.

**Managers** are responsible for ensuring that the Safeguarding Adults Policy is implemented in their areas of responsibility, and that staff/volunteers in their teams have read and understand the policy and how to implement it.

**All members of the staff team** are responsible for familiarising themselves with the policy and for attending any training as required.

### The names and contact numbers of TDC Designated Safeguarding Leads

Neighbourhoods DSL	Equalities DSL	Youth DSL
Director of Neighbourhoods <i>Kirsty Walker</i> 07308165732 kirstywalker@trustdevcom.org.uk	Director of Equalities <i>Kaye Duerdoth</i> 07453972211 kayeduerdoth@trustdevcom.org.uk	Director of Youth Work <i>Adam Muirhead</i> 07772269761 adammuirhead@trustdevcom.org.uk
<b>Central DSL:</b> Chief Executive, <i>Athol Hallé</i> ; 07730624363; atholhalle@trustdevcom.org.uk		
<b>The Board DSL:</b> <i>Denis Byrne</i> ; 07795 458002; denis@sussexprisonersfamilies.org.uk		

## 5.PROCEDURE/RELATED DOCUMENTS

For detailed information on:

- **What to do if you have a safeguarding concern** - go to *Appendix 1*
- **Legislation, statutory guidance and definitions** - go to *Appendix 2*
- **What is safeguarding, who is at risk and how do we make safeguarding personal** - go to *Appendix 3*
- **Principles of safeguarding and their application** – go to *Appendix 4*
- **How to use MyConcern to make a report of a concern** – see *Appendix 9*

See Contents Page for full list of appendices.

## **6.POLICY REVIEW**

This policy will be reviewed every two years, or earlier if changes to legislation or TDC operations make this necessary.

## 7. EQUALITY IMPACT ASSESSMENT

This Equality Impact Assessment (EIA) helps TDC to consider whether a policy discriminates or unfairly disadvantages people from a range of groups and helps us think through actions that can be taken to lessen impact and advance equality, diversity and inclusion.

1. Impact on different groups: could this policy discriminate or unfairly disadvantage people in the following groups?					
Specific groups to consider <sup>1</sup>	Potential impact on this group	Positive Impact High Low None	Negative Impact High Low None	Actions taken to mitigate impact and advance equality, diversity and inclusion	Resource implication
<b>Age</b> (18+)	Potential positive impact				
<b>Disability</b> Hearing impairment Visual impairment Physical disability Learning disability Mental health need	Potential positive impact				
<b>Gender reassignment</b> (inc trans & non-binary)	Potential positive impact				
<b>Marriage and civil partnership</b>	Potential positive impact				
<b>Pregnancy and maternity</b>	Potential positive impact				
<b>Race</b> People from diverse ethnic	Potential positive impact				

<sup>1</sup> All of the terms in bold is the terminology used in the [Equality Act 2010](#).  
Safeguarding Adults Policy – Pol 02 v1 – March 2023

backgrounds, refugee/asylum seekers, people with English as an additional language					
<b>Religion or belief</b>	Potential positive impact				
<b>Sex</b> Men, women and intersex	Potential positive impact				
<b>Sexual orientation</b>	Potential positive impact				
People with caring responsibilities - unpaid	Potential positive impact				
People from lower socio-economic backgrounds and people living in areas facing deprivation	Potential positive impact				
People with low levels of English	Potential positive impact				
Homeless or insecurely housed people - people on the street; staying temporarily with friends /family; in hostels or B&Bs	Potential positive impact				
People with low level literacy or health literacy: (eg low level understanding of health services or low level language skills).	Potential positive impact				
Intersectionality (include any other relevant information relating to the intersection of any of these protected groups)	No information to add				

**2. Impact summary: summarise whether the proposed policy will have a disproportionate impact on any of the groups listed above and what actions if any will be taken**

The policy is unlikely to have a disproportionate impact on any of the groups listed above; in most cases it is anticipated that the policy has the potential to have a positive impact.

## POLICY CONTROL SHEET

<b>Policy title</b>	Safeguarding Adults
<b>Policy ref</b>	Pol 02
<b>Version number</b>	V1
<b>Policy owner</b>	Name: Kirsty Walker Designation: Director of Neighbourhoods
<b>Target audience</b>	All staff and volunteers
<b>Document status</b>	Approved
<b>Date approved</b>	December 2019
<b>Approved by</b>	Board
<b>Effective date</b>	December 2019
<b>Date of last review</b>	March 2023
<b>Date of next review</b>	December 2024

### Amendment history

<b>Version no. &amp; date created</b>	<b>Date of review/amendment</b>	<b>Author</b>	<b>Summary of changes made</b>
Pol 02 v1	March 2023	Kirsty Walker, Hiba Nour	Further supporting details added to App 4: Principles & Application. Updated contact information for BHCC Adult Social Care added to App 1: Acting on Safeguarding Concerns. Plus minor wording changes to improve clarity.

## Appendix 1 – Acting on Safeguarding Concerns

The TDC DSL should be informed if you suspect:

- an adult, who meets the safeguarding criteria is at risk of abuse or neglect
- an adult being the perpetrator of abuse
- an abusive relationship is developing between TDC staff, volunteers, other professionals and community members
- previous, current or potential abuse between staff, volunteers, other professionals and community members.

### Emergencies

There are some cases that require an urgent response:

1. If you suspect a serious criminal act has taken place, telephone 999. Tell them if you think it might be adult abuse. If you suspect that a crime has taken place against an adult inform the Police as soon as possible.
2. If the individual is injured seek immediate medical treatment. Tell the ambulance personnel or A&E staff that this is a potential adult abuse situation. Ensure that the person is safe, is as comfortable as possible, and if necessary, has access to treatment and/or emergency services as is appropriate before taking any other action.

If abuse is recent be careful not to contaminate or remove any possible forensic evidence, e.g. don't tidy up or give the person a wash, or food or drink until after a medical examination. Reassure the adult that they will not be forced to press charges and that no action will be taken by the authorities that they are not in agreement with. Continue to follow the procedure for abuse when not an emergency as below.

### Action to take

Any member of staff or volunteer who becomes aware that an adult is, or is at risk of, being abused or has safeguarding needs should raise the matter immediately with their manager or with the designated safeguarding lead. This is summarised in the TDC Adult Safeguarding Flow Chart (see below).

1. In discussion with the adult at risk, try to ensure they are safe and supported before proceeding with any other action. You must always inform the adult of the action we propose to take. Reassure the person that they have done the right thing to tell you and explain that you will need to inform the DSL who will help them decide what happens next. Do this as soon as possible, contacting the local authority safeguarding adult helpdesk immediately if the DSL is not available.
2. Seek the agreement of the adult at risk for any referral. With the DSL, assess the capacity of the person at risk at the point at which a decision is needed. Should a person's mental capacity to make an informed choice about their safety or evaluate their own personal risk of abuse be unclear or suspended, you and/or the DSL must contact the Local Authority Adult Safeguarding helpdesk for advice.
3. If the person has capacity, talk to them to work out the most appropriate action. Follow the six safeguarding principles that underpin this policy (see Appendix 4 below). If reasonable and risk is manageable, and with their consent, a safety plan can be put in place that includes referral to a helping agency or family member or friend. Ensure that they are kept informed about what will happen next, so they can be reassured about what to expect. This should always be done in consultation with the relevant DSL and recorded.
4. Inform the adult if TDC are planning to seek advice from or report concerns to an external agency. If a person requests involving the Police, you should follow their lead and help them to do this immediately.
5. Try to obtain permission to contact the Local Authority Adult Safeguarding Helpdesk for advice, reassuring them the 2014 Care Act requires that no action will be taken without their being involved and being allowed to determine the outcomes. Also, that if they wish it MAY be possible to do this without using names. The Local Authority Helpdesk advice should always be acted upon.

6. If the adult at risk does not wish a particular incident, or disclosure to be further investigated, or reported to the Police, but the DSL still has cause for concern, the Local Authority Adult Safeguarding helpdesk may still be contacted under the confidentiality statement of this policy to obtain advice. It may be possible to do this without using names. The Local Authority Helpdesk advice should always be acted upon, including if names are given whether to tell the victim that this advice had been sought.

7. Record details of what has happened on the My Concern System (Adults at Risk) – see Appendix 9.

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no member staff or volunteer should assume that someone else will pass on information which they think may be critical to the safety and wellbeing of the adult.

In most situations there will not be an immediate threat and the decision about protecting the person with safeguarding needs will be taken in consultation with themselves and/or Adult Social Care.

### **How to report suspected abuse or neglect of an adult at risk**

For Brighton & Hove contact Brighton & Hove City Council Adult Social Care [Report a safeguarding concern \(brighton-hove.gov.uk\)](https://www.brighton-hove.gov.uk/adult-social-care/access-point-professional) or via completing an Access Point Referral on <https://www.brighton-hove.gov.uk/adult-social-care/access-point-professional>

### **Recording safeguarding concerns**

Where anyone has cause for a safeguarding concern, they should make confidential notes and as soon as possible, and at least within 24 hours, record them using the Record of Concern Form through the My Concern System (Adults at Risk), (Appendix 9).

### **Responding to an abused person**

If anyone informs you that he/she has been a victim of abuse, please respond in the appropriate manner:

1. Stay calm and try not to show shock or disbelief.
2. Listen very carefully.
3. Be sympathetic.
4. Tell the person that they did the right thing in telling you and that you are treating the information seriously.
5. Don't promise to keep secrets, explain that you must tell the DSL who may need to contact the Local Authority Adult Safeguarding Helpdesk.
6. Do not be judgmental (for example, "Why didn't you run away?")
7. Refrain from starting to investigate by doing any of the following:
  - a. Asking leading questions such as "Did this make you feel... or, Did ... happen, Were they doing..." When cross examined in court this type of questioning can invalidate the evidence.
  - b. Pressing the person concerned for more details about the abuse. Too much pressure may result in them not wanting to tell you
  - c. Contacting the alleged abuser yourself.

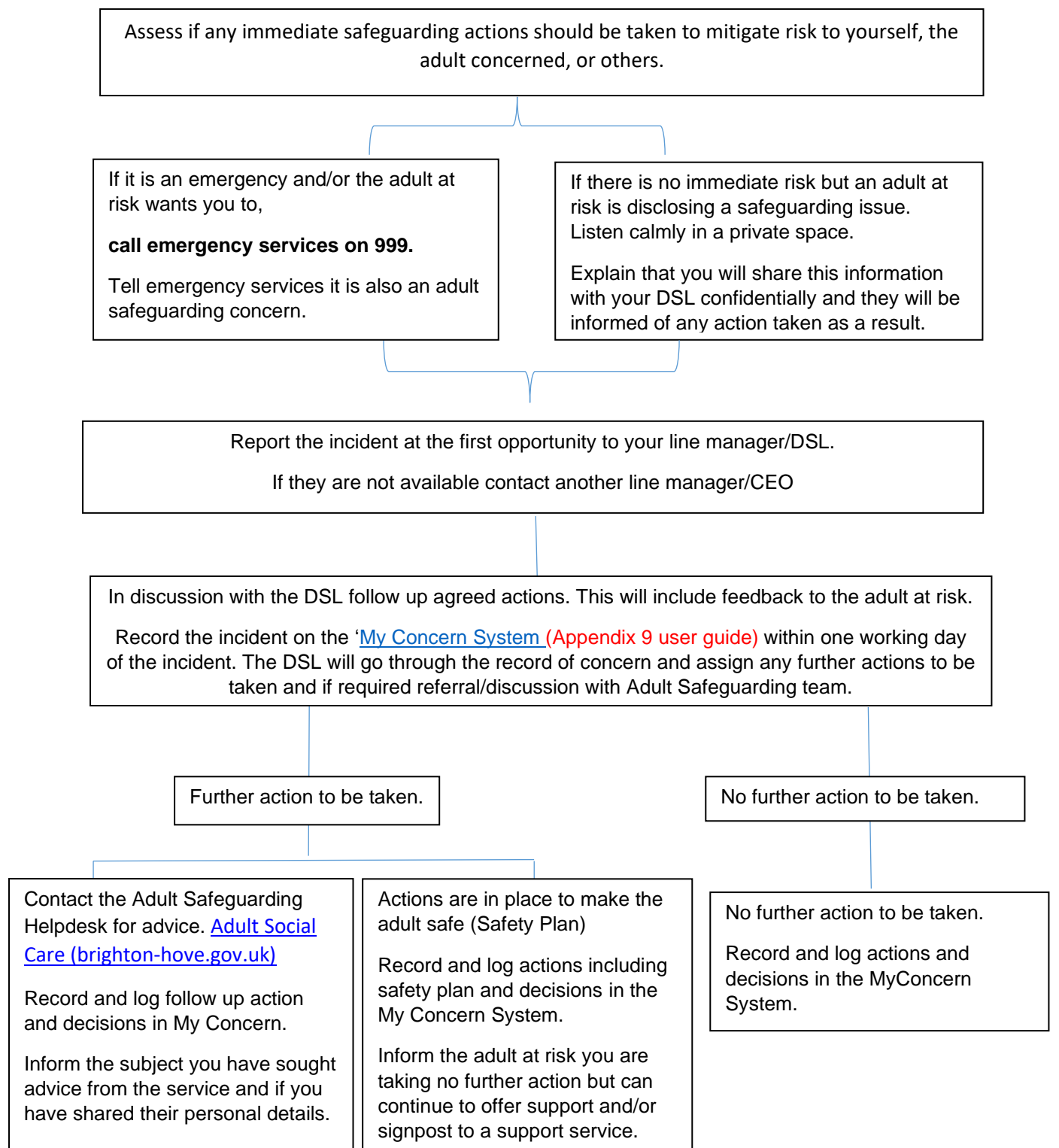
### **Further concerns**

If after reporting an incident to your line manager and/or the DSL or contacting the Local Authority Adult Safeguarding Helpdesk you are concerned that a problem or incident has not been addressed, consult the CEO, submitting a copy of the relevant completed Cause for Concern Report Form.

TDC will contact the appropriate Local Authority Helpdesk by telephone if urgent and in writing, to ensure that they are aware of the situation and are dealing with it.

## TDC Adult Safeguarding Flow Chart

### If you are concerned about an adult at risk



#### Helping organisations that can support adult at risk:

- [Urgent Support - Adults — Brighton and Hove Wellbeing Service](#) for urgent and crisis mental health lines
- <https://www.uok.org.uk/> mental health support.
- **Speak Out** Advocacy for adults with Learning Disabilities: <https://www.bhspeakout.org.uk/>
- Actions on Elder Abuse UK Helpline: 080 8808 8141 [www.elderabuse.org.uk](http://www.elderabuse.org.uk)
- [Health and Adult Social Care directory \(brighton-hove.gov.uk\)](#)

## Appendix 2 - Legislation, Statutory Guidance and Definitions

This policy is based on:

- The Care Act 2014
- Care and Support Statutory Guidance: <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>
- Sussex Safeguarding Adults Policy and Procedures: <https://sussexsafeguardingadults.procedures.org.uk/> (guidance which has been endorsed by Brighton & Hove, East Sussex and West Sussex Safeguarding Adults Boards).

Information about the Brighton & Hove Safeguarding Adult Board can be found here:

<https://www.brightonandhovelscb.org.uk/safeguarding-adults-board/>

The Sussex Safeguarding Adults Policy and Procedures can be found here:

<http://sussexsafeguardingadults.procedures.org.uk/>

TDC is committed to improving outcomes for adults at risk by adhering to current legislation that supports the safeguarding of adults, which includes:

- Protection of Freedoms Act 2012 and the Freedom of Information Act (2004).
- Data Protection Act (2018)
- Safeguarding Vulnerable Groups Act (2006)
- The Care Act (2014)
- The Mental Capacity Act (2005)
- The Equality Act (2010)
- Prevent Duty in Counter-Terrorism and Security Act (2015)

At TDC we are committed that under the Human Rights Act 1998, everyone has the right to live free from abuse and neglect. <https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

### Definitions

**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 or 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<sup>2</sup>.

**Adult at risk** is any person who is aged 18 years or over and is at risk of abuse or neglect (this term replaces the previously used term 'vulnerable adult')

**Safeguarding Duties.** The Care Act 2014 introduced statutory safeguarding duties. These apply to an adult who:

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

**Care and support** is described in the Care Act(2014) as 'The mixture of practical, financial and emotional support for adults who need extra help to manage their lives and be independent including older people, people with a

---

<sup>2</sup> Care and Support Statutory Guidance, Department of Health, February 2017

disability or long-term illness, people with mental health problems, and carers. Care and support includes assessment of people's needs, provision of services and the allocation of funds to enable a person to purchase their own care and support. It could include care home, home care, personal assistants, day services, or the provision of aids and adaptations.'

**Capacity** refers to an individual's ability to make a decision or take a particular action for themselves at a particular time, even if they are able to make other decisions. For example, they may be able to make small decisions about everyday matters such as what to wear, or what a healthy diet would be, but they lack capacity to make more complex decisions about financial matters. Capacity may be affected by things such as; medication, substances and some untreated mental health issues. Where an adult is found to lack capacity to make a decision then any action taken, or any decision made for, or on their behalf, must be made in their best interests.

**Abuse & Neglect** are forms of maltreatment of an individual. These terms refer to a violation of an individual's human and civil rights in accordance with the Human Rights Act (1998) by any other person(s) and include serious physical and sexual assaults as well as cases where the standard of care does not adequately support the individual's health or development. Abuse to adults at risk may consist of a single act or repeated acts and may be an act of neglect, or omission, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not consented or cannot consent. Adults at risk may be abused or neglected through the infliction of harm, or through the failure to act to prevent harm.

**Abuse** can occur in any relationship or in an institution or community setting, within all social groups regardless of religion, culture, social class, or financial position. Adults at risk may be abused by those known to them or, more rarely, by a stranger. They may be abused by adults, children, peers, paid or voluntary workers, health or social care workers, resulting in the harm to or exploitation of the individual. Often people do not realise they are abusing and sometimes the stress of caring can cause a carer to act out of character.

- Abuse is often (but not always) a crime.
- Abuse can be perpetrated by anyone, anywhere.
- There is often more than one type of abuse in any situation.
- Abuse is not always intentional – it can often be a result of ignorance.
- We all have a duty to report any concerns or suspicions that a vulnerable adult may have been or may be being abused.

## **Appendix 3 - What is Safeguarding - Who is at risk - How do we make Safeguarding personal?**

### **What is safeguarding adults?**

All adults have the right to feel safe and free from harm in their day-to-day lives and in general. This is in accordance with the Human Rights Act 1998, Article 3 “no one should be subjected to torture or to inhuman or degrading treatment or punishment”.

Vulnerable individuals might not always be aware they are subject to abuse or might be too scared to report it especially if they are desperate and might be relying on the perpetrators support.

Adults at risk might be unable to safeguard themselves from harm or exploitation due to many reasons. Those reasons might be mental or physical health issues, sensory loss, physical or learning disabilities. These might be adults who lost their capacities due to sudden accidents that might have resulted in, disabilities, frailty, addiction or illness.

### **Who is an adult at risk?**

Under the Care Act (2014) organisations have safeguarding duties for adults at risk. These are adults who:

- need care and support (whether or not the authority is meeting any of those needs)
- are experiencing, or are at risk of, abuse or neglect, and
- as a result of those needs are unable to protect themselves against the abuse or neglect or the risk of it.

### **What is Making Safeguarding Personal (MSP)?**

MSP means a case should be person-led and outcome-focused. The individual should be involved in identifying how best to respond to their safeguarding situation by giving them more choice and control as well as improving quality of life, wellbeing and safety.

TDC will not tolerate the abuse of adults and will ensure that adults are involved in their safeguarding arrangements and each individual is dealt with on a case by case basis. We understand that as adults may have different preferences, histories and lifestyles, the same process may not work for all.

The key principle of MSP is to support and empower each adult to make choices and have control about how they want to live their own life, and our approach will always take this into account.

## Appendix 4 - Principles of Safeguarding and their application

TDC recognises that safeguarding is everyone's responsibility and that anybody might become the victim of abuse, therefore it aims to provide a safe environment for all.

Under the Care Act (s42) TDC's safeguarding duties apply to adults at risk or where a child might be involved (see TDC Child Protection Policy).

Any concerns about abuse against an adult who does not require safeguarding duties contact your DSL for advice about organisations they can be signposted to for support. (See Appendix 1 Safeguarding Adults flowchart for possible organisations)

Where an adult is not known to be at risk, but TDC has reasonable cause for concern the DSL should contact the Local Authority Adult Safeguarding board for advice and guidance.

TDC upholds the 2014 Care Act values to make safeguarding person-led and outcome-focused. We will engage the person in a conversation about how best to respond to their safeguarding situation giving them choice and control as well as improving quality of life, wellbeing and safety. We aim to empower the community member and provide them with the information they need to make decisions into how to be safe from abuse and reduce risks.

Under the Mental Capacity Act 2005, adults are assumed to have capacity to make their own decisions. We recognise that individuals may make decisions that might be perceived as risky or unwise. TDC will seek guidance from Brighton and Hove Safeguarding Adult Board (SAB). guidance from where, maybe more elaboration here would be helpful when we have concerns about an adult's mental capacity and if an adult is found to lack capacity a decision needs to be made to promote his welfare in accordance to the legal framework for adults' safeguarding and in coordination with the adult social care in Brighton and Hove city council local authority

The six principles that inform TDC's safeguarding approach

- **Empowerment:** People being supported and encouraged to make their own decisions and give informed consent. It may sound like this, "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. It may sound like this, "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. It may sound like this, "I am sure that the professionals will work in my interest, I see them and they will only get involved as much as needed."
- **Protection:** Support and representation for those in greatest need. It may sound like this, "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. It may sound like this, "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. It may sound like this, "I understand the role of everyone involved in my life and so do they."
- **Diversity and Inclusion:** we will take into account 'intersectionality and identity characteristics' in our approaches to safeguarding

## Appendix 5 - Types of abuse and how to recognise them

People may be abused by a wide range of people including relatives and family members, professional staff, paid care workers, volunteers, other service users, neighbours, friends, associates, and people who deliberately exploit vulnerable people, and strangers.

Abuse can take many forms, and incidents of abuse may be one-off or multiple, and affect one person or more. Abuse may also be very subtle and therefore we draw your attention to the following types of abuse which you may come across. Professionals and others should look beyond single incidents or individuals to identify patterns of harm. This list is not exhaustive, and we therefore encourage Staff and Volunteers to be alert and take the initiative to spot these forms of abuse as well as other forms that might occur:

1. **Physical abuse:** including hitting, slapping, scratching, pushing, rough handling, kicking, misuse of medication, and restraint without justifiable reasons, inappropriate sanctions including deprivation of food, warmth, clothing and health care needs.
2. **Sexual abuse:** including rape, indecent exposure, sexual harassment, inappropriate looking or touching, unwanted sexual text messages, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into and sexual coercion,
3. **Emotional or Psychological abuse:** including threats of harm or abandonment, deprivation of contact, humiliation, ridicule, blaming, controlling, intimidation, coercion, unwanted communication, stalking, harassment, inappropriate messaging; with kisses attached, verbal abuse and cyber bullying, isolation or unreasonable and unjustified withdrawal from services or supportive networks. Deliberate denial of religious or cultural needs and failure to provide access to appropriate skills and educational development.
4. **Domestic violence:** including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence. It can occur outside the home.
5. **Financial or material abuse:** including misuse or theft of money, fraud, extortion of material assets or inappropriate requests for money, pressure in connection with wills, property or inheritance of financial transactions, or the misuse or misappropriation of property, possessions or benefits.
6. **Neglect and acts of omission:** including ignoring medical or physical care needs, failure to provide access to appropriate health, social care and support or educational services or equipment for functional independence, the withholding of the necessities of life, such as medication, adequate nutrition, heating and lighting. Failure to give privacy and dignity.
7. **Modern slavery:** encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
8. **Discriminatory abuse:** including forms of harassment, slurs or similar treatment; because of race, colour, language, gender and gender identity, age, disability, sexual orientation or religion, hate crime, including gender-based violence or violence against women and girls
9. **Organisational abuse:** including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
10. **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.

**11. Use of Social Media in an abusive way:** abuse can also occur through social media and this is often harder to detect. It is important to remember that the type of abuse that can occur through social media does not always include emotional and psychological abuse and can include sexual and financial abuse. Social media includes (but is not limited to): networking sites such as Facebook, Twitter and LinkedIn, email, text messages, Skype and instant messaging services.

Indicators that adults at risk may be experiencing abuse include:

- appearing frightened of the parent/s/peers/adults.
- displaying unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- having an injury for which the explanation seems inconsistent.
- demonstrating inexplicable changes in behaviour.
- demonstrating inappropriate sexual awareness.
- engaging in sexually explicit behaviour.
- displaying an unusual distrust of adults, particularly those with whom a close relationship would normally be expected.
- experiencing difficulty in making friends.
- being prevented from socialising with other adults/young people.
- displaying variations in eating patterns including overeating or loss of appetite.
- experiencing inexplicable weight loss.
- appearing increasingly dirty or unkempt.

These indicators justify the need for careful assessment and discussion with the DSL and may require consultation with and/or referral to the local authority adult safeguarding helpdesk.

## Appendix 6 - Prevent and Safeguarding

The Prevent Duty is part of the Counter Terrorism and Security Act 2015. Section 26 of the Act places a duty on educational institutions to have 'due regard to the need to prevent people from being drawn into terrorism'.

Prevent is one strand of the Government's counter terrorism Strategy, CONTEST. Its main aim is to prevent people from becoming terrorists or supporting terrorism. There are three main objectives:

1. Terrorist ideas should be identified and challenged.
2. Vulnerable people should be supported and protected from becoming terrorists or supporting terrorism.
3. Communities, institutions and the Government should all work together to tackle the problem of extremism.

Radicalisation is the process of causing someone to become a supporter of terrorism, or forms of extremism that lead to terrorism. Any evidence of any aspect of extremism must be reported immediately. This includes comments made on social media which may indicate vulnerability to radicalisation.

There is exact cause identified for someone becoming radicalised. This creates the sense that 'it could happen to anyone' which, in turn, increases the fear of radicalisation. The lack of an exact cause doesn't mean we know nothing and it's important to focus on what we do know and staying informed of current guidance. Radicalisation is constantly shifting and changing.

What we know as of now is that the main risk factor identified in victims is vulnerability.

People who are at risk of being drawn into terrorist activity can be supported through the Channel process, which involves several agencies working together to give individuals access to services such as health and education, specialist mentoring and diversionary activities.

### Vulnerabilities, indicators and warning signs

Those who are most vulnerable are (but not limited to):

- Younger people from age 13 upwards;
- Those experiencing an identity or personal crisis;
- Individuals with feelings of un-met aspirations or a sense of injustice;
- People with a need for adventure or excitement;
- Pre-existing conviction that their religion or culture is under threat;
- Individuals who feel socially isolated and possibly suffering from depression
- Those who have a history of criminal behaviour.

Some potential indicators:

1. Change in appearance
2. Search for answers - identity, faith and belonging
3. Desire for adventure/excitement
4. Desire to enhance self esteem
5. Sense of grievance triggered by personal experience of racism/discrimination/aspects of government policy
6. Isolated from peers, associates with only 1 group of people
7. Withdrawal from family members
8. Additional vulnerability risk factors: Special Educational Needs, Mental Health Issues, Alcohol and Drug abuse

Some potential warning signs:

- Graffiti, symbols or artwork promoting extremist messages
- Accessing extremist material online

- Changes in behaviour, friendship and actions
- Young people voicing opinions drawn from extremist ideologies or narratives
- Use of extremist or hate terms to exclude others or incite violence

## Appendix 7 - Confidentiality

TDC complies with the Data Protection Act (2018) and the Freedom of Information Act (2000). Staff, volunteers and Board members have a professional responsibility to share relevant information about the protection of adults at risk with other professionals, particularly investigative agencies and adult social care services.

All personal information regarding an adult at risk will be kept confidential. All written records to be kept in a secure area for a specific time as identified in the TDC data protection policy. Records will only record details required in the My Concern record (Adults at Risk), see Appendix 9 of this policy.

If an adult confides in a member of staff or volunteer and requests that the information is kept secret, the adult will be told sensitively that TDC has a responsibility to refer cases of alleged abuse to the appropriate agencies. The adult will be assured that the matter will be disclosed only to people who need to know about it. Where possible, consent should be obtained from the adult before sharing personal information with the Local Adult Safeguarding helpdesk. However, in some circumstances obtaining consent may be neither possible nor desirable as the safety and welfare of the adults at risk is the priority.

TDC will assure the adult that they will always be informed of any action to be taken and why. The adult's involvement in the process of sharing information will be fully considered and their wishes taken into account.

Issues surrounding abuse or potential abuse are highly sensitive and to be treated as confidential. We will respect the person's right to confidentiality and refrain from disclosing any information about the case to anyone who does not 'need to know.' This includes conversations, email and on social media.

### Procedures for sharing confidential information

1. **Seek advice if in any doubt.** (Without disclosing the identity of the person where possible,) consult with your manager or DSL or if not available the local council Safeguarding Adults Helpdesk.
2. **Be transparent.** The Data Protection Act (DPA) is not a barrier to sharing information but to ensure that personal information is shared appropriately; except in circumstances where by doing so it places the person at significant risk of harm.
3. **Consider the public interest.** Base all decisions to share information on the safety and wellbeing of that person or others that may be affected by their actions.
4. **Share with consent where appropriate.** Where possible, respond to the wishes of those who do not consent to share confidential information. You may still share information without consent, if you consider this is in the interest of the person at risk or of the public.
5. **Record your decision** and reasons to share or not share information.
6. **Ensure all information** shared is accurate, up-to-date, and necessary and share it with only those who need to have it.

## Appendix 8 - Provisions in place at TDC to help keep people safe

- TDC will follow a Safer Recruitment process that requires two references and interviews all potential staff and volunteers carefully to try to ensure that appropriate people are recruited.
- TDC will carry out Enhanced Disclosure and Barring Service (DBS) checks on staff and volunteers who will be working with 'adults at risk', where the community member lacks capacity under the 2005 Mental Health Act or if they are undertaking a 'regulated activity';  
<https://www.gov.uk/government/publications/new-disclosure-and-barring-services>
- Engagement of community members will only take place in pre-approved public venues in accordance with our Staff Handbook and Lone Worker Policy.
- The Board, staff and volunteers will undergo mandatory bi-annual Safeguarding training regarding both Children and Young People and Adults and Prevent duties.
- All new staff and volunteers will be informed about this Safeguarding Policy in their induction. They will be assured that their concerns will be taken seriously; informed about how we will manage any investigation into alleged abuse; how they will be involved in determining the outcome of this and who may be informed about the situation.
- Should there ever be concerns about abuse, or suspected abuse, taking place between a member of staff or a volunteer and a community member, the contact will immediately be stopped, and the DSL informed who will then take action in accordance with this policy.
- If any staff member experiences bullying or any form of abuse, either from anyone in TDC or in your personal life, TDC will take it seriously. TDC has trained staff and a Designated Safeguarding Lead (DSL) who support staff members to find the best solution for them.
- If staff members would like support protecting themselves against any form of abuse contact your line manager or the DSL directly. They will support you to decide what action to take, or for TDC to take on your behalf. If staff share confidential information TDC cannot promise to keep secrets if we are concerned.
- The TDC DSL can support with anonymous reporting. Legislation ensures that staff members decide what happens so you can get help without worrying about the outcome.
- TDC will support the small community groups we work with to adopt appropriate safeguarding policies and procedures. See Appendix 10 for a model policy and procedure.
- Staff should ensure that the TDC Complaints policy and procedure is explained to community members where appropriate, so that they are able to voice any concerns and complaints they may have in relation to the behaviour of TDC staff.

## Appendix 9 - Using My Concern to report a Safeguarding concern

### Adult at Risk Cause for Concern Report Form:

TDC uses the safeguarding software [MyConcern](#) to help record and manage any concerns raised and follow up actions.

This system should be used to record safeguarding concerns relating to adults or children who are at risk. In an emergency please do not delay in informing the Police or Adult Social Care. It should be completed within one working day of the incident/original reporting.

When reporting please report facts accurately, using the person's own words where possible.

You can report your feelings and observations but make distinction between these and the person's perception.

Note down the circumstance and context of the observation or disclosure, including if any others present.

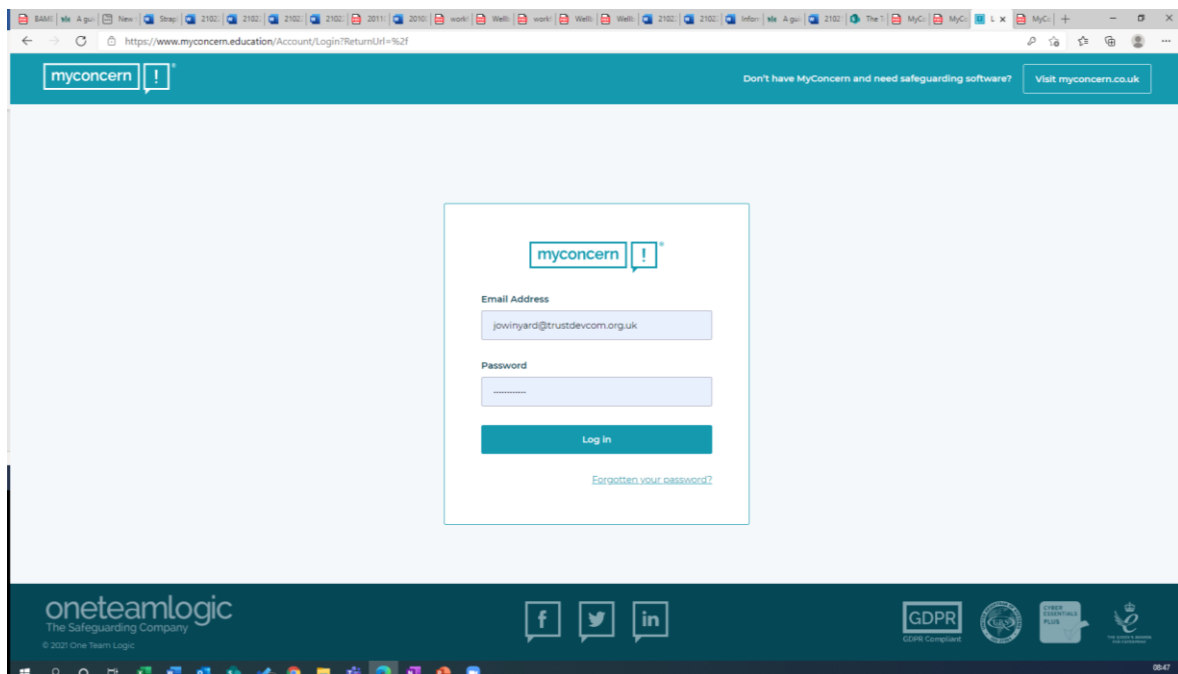
All the information must be treated as confidential and staff must adhere to TDC Confidentiality Policy.

### Accessing and Using the MyConcern System

**Login using the portal** [www.myconcern.education](http://www.myconcern.education)

You should have received a system login when you start at TDC or when the software was implemented. This login would have been in an email from **oneteamlogic**. Please contact the Central Team on [info@trustdevcom.org.uk](mailto:info@trustdevcom.org.uk) if you are unable to find your login.

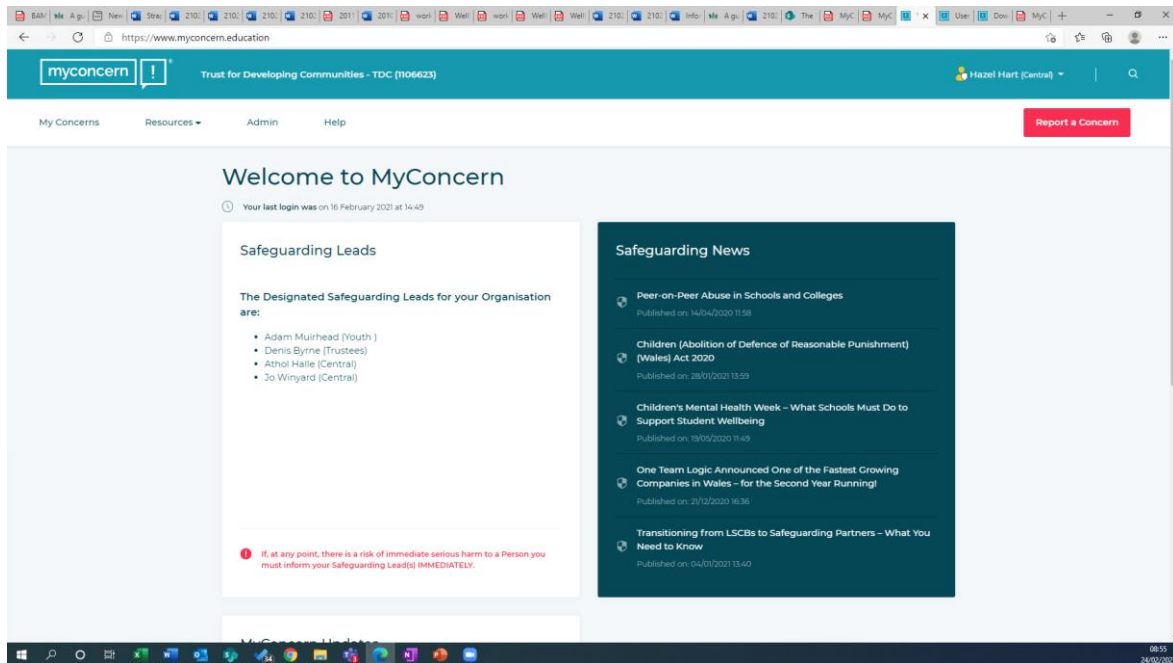
Example of the login screen



## Reporting a Concern

### 1. Report a Concern.

Once you have logged in click on the red button in the top righthand corner of the screen.



### 2. Name of the Person.

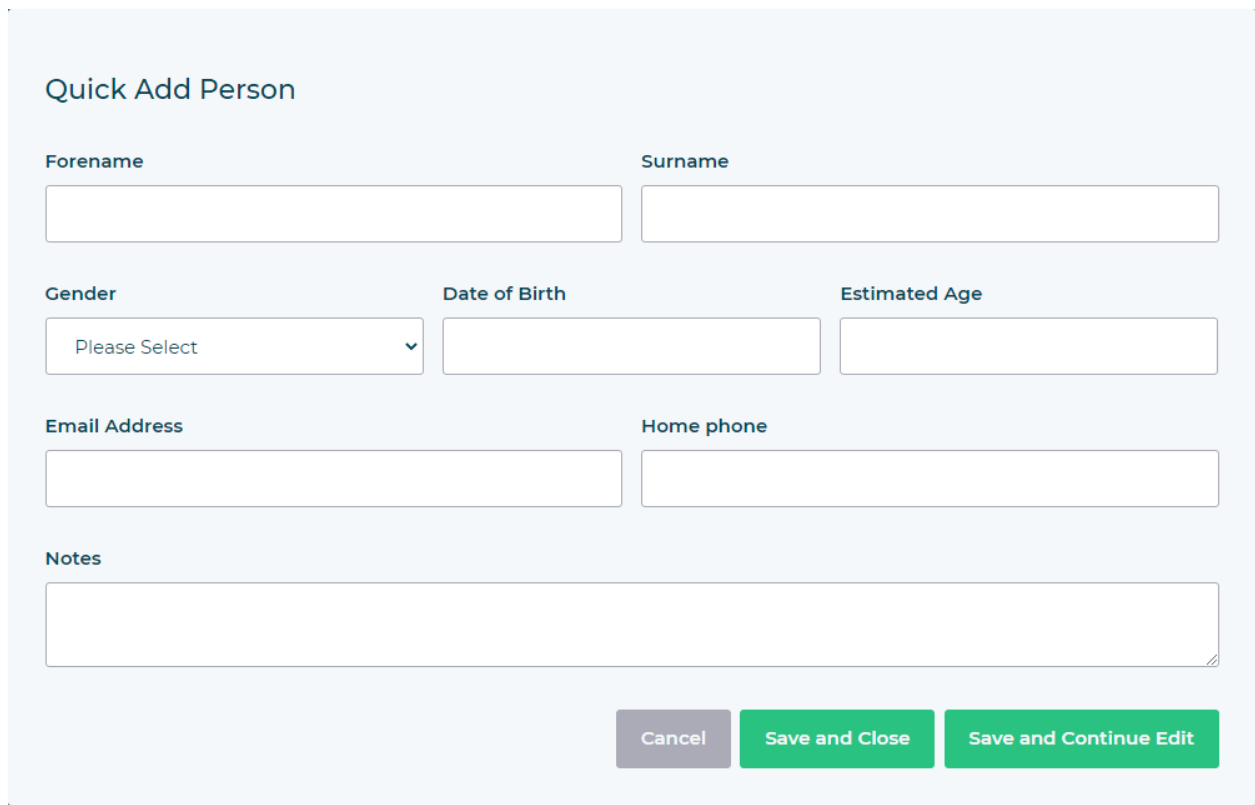
Use this box to start entering the name of the person to see if they are already in the system. If their name appears then click on their name. If their name does not come up click 'add person'.

Name(s) of Person(s)

*Please add the Person(s) who are the subject of this concern and add any other Person(s) you want associated to it.*

### 3. Add Person.

Complete as much information as you can here. You must complete Forename, Surname, Gender and Date of Birth/Estimated age to move on from this section. Then click **Save and Continue Edit**, this will give you the opportunity to add further information such as address etc... If you click **Save and Close** you will continue to complete the Record of Concern.



The 'Quick Add Person' form is a light blue interface with several input fields. At the top is the title 'Quick Add Person'. Below it are two text boxes for 'Forename' and 'Surname'. The next row contains a 'Gender' dropdown menu (showing 'Please Select'), a 'Date of Birth' text box, and an 'Estimated Age' text box. Below these are 'Email Address' and 'Home phone' text boxes. A large 'Notes' text area is at the bottom. At the very bottom are three buttons: 'Cancel' (grey), 'Save and Close' (green), and 'Save and Continue Edit' (green).

- **Add Body Map (optional).**

Once a person has been added (you have added the information and clicked save) you have the option to add a body map, if there is a physical injury.



The interface shows a search bar with 'edn' and a magnifying glass icon. Below the search bar is an 'Add Person' button. A list of results is shown below, with one entry: a redacted name followed by '( Estimated Age: 80 )'. To the right of this entry is a button labeled 'Add Body Map' with a red 'X' icon, which is circled in yellow.

#### 4. Concern Summary.

Here describe the type of concern and add a very brief summary of the concern / incident. Below there will be a

##### Concern Summary

e.g Andrew has exhibited signs of substance misuse.

section to add more details.

---

#### 5. Send Concern to.

Select a Notification group from a choice of 4 – Neighbourhoods, Youth, Equalities, Designated Safeguarding Leads. Most likely you will select either your department director or the department DSL you spoke to when raising the concern.

##### Send Concern to

Please Select a Notification Group

#### 6. Concern Date / Time.

Use this box to fill in the date and time when the concern took place. If you do not know the time just add 00:00

##### Concern Date/Time

DD/MM/YYYY HH:mm

#### 7. Details of Concern.

Use this box to add all the details of the concern using the reference points below. Be specific, use only facts and observations:

##### Details of Concern

There is no need to repeat the Concern Summary.

- What are you concerned about?
  - Where did the incident take place?
  - Please describe any visible injuries and their location (this can also be done via the body map).
  - Include any evidence of what you witnessed/was reported
  - Describe the adult's behaviour and their physical and emotional state.
  - Any additional information?
- 
- **Who else, if anyone, was involved and how?**  
 Name  
 Address  
 Telephone  
 Email
- 
- **ADULT AT RISK'S ACCOUNT OF INCIDENT** - if the adult at risk reported the incident to you, record exactly what the adult has said has happened (including how any bruises or other injuries have been caused) and anything you have said to the adult at risk.

## 8. Action taken.

Use this box to add all the details of actions taken using the reference points below. The box will expand if you use the 3 little lines in the bottom right corner.

### Action taken

- **What initial action have you taken?** (who have you spoken to and when?)
- What consent did the person provide?
- What action, if any, has been taken to remedy the situation and support the adult being safe?
- **Is there a follow up or support plan?**

## 9. Attachment.

Use this section to add any media or notes which is relevant to the concern.

### Attachment

 Please attach any media that is relevant to this concern.

## 10. Referrals.

Use this section to add a referral if you have made one. Complete as much of the fields as you can. Most referral agencies TDC uses are recorded ready to use in MyConcern

### Referrals

Add Referral

### Create Referral

#### Referral Method

Please Select

#### Document

Select File

#### Date Sent

24/02/2021 14:58

#### Referred By

 Hazel Hart ( **Department:** Central )

×

#### Referred To

Please Select

#### Person Receiving

#### Date Received

24/02/2021 14:58

#### Referral Outcome

Please Select

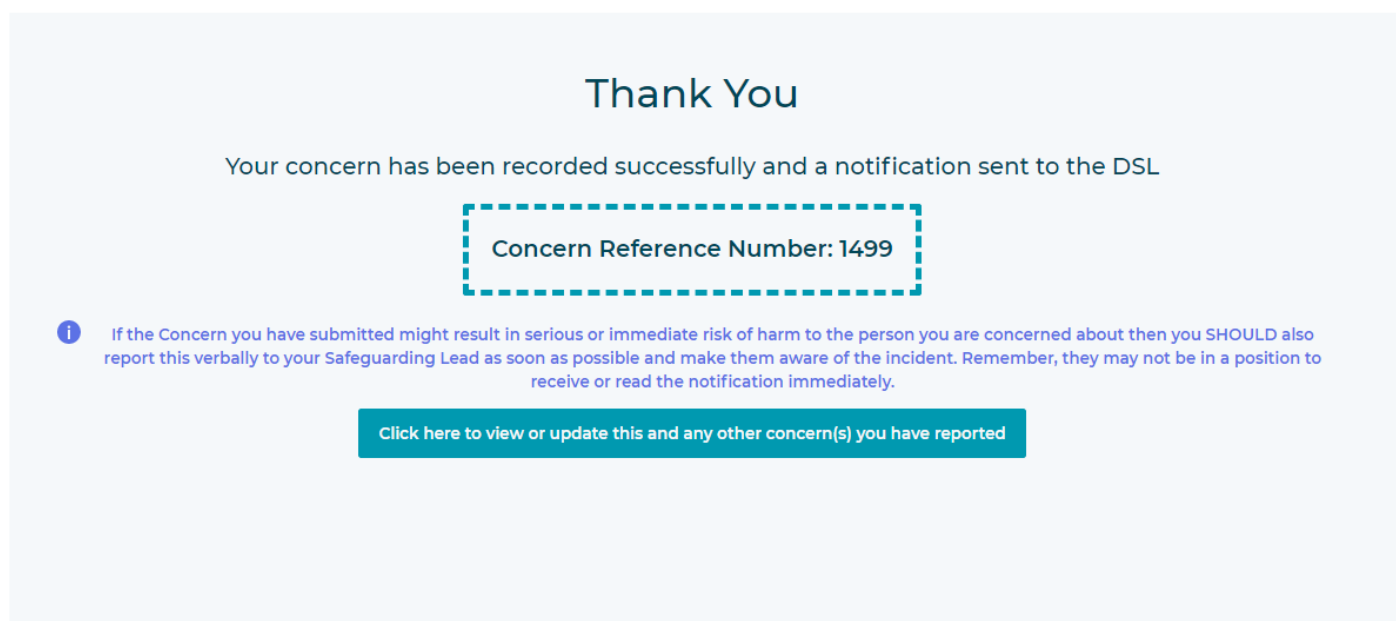
#### Notes

## 11. Submit Concern.

Submit your concern by clicking the blue 'submit concern' box in the bottom left of the screen.



After submitting the concern you will receive a note like the below. Your concern will be sent to your notification group and DSLs. If there are any further actions



- **Updating your Concern.** Step by step Guidance on how to add an update to your concern can be found [here](#). This document is saved in the Cupboard in the Safeguarding File and is also available under Help section of the MyConcern system.

## **Appendix 10 - Model Safeguarding policy and procedure for small community groups who have contact with children and/ or adults 'at risk'.**

This is simply a model and you should use the parts that relate to your group. Impact Initiatives Safety Net offer advice and training on this process: 01273 420973 or e-mail [training@safety-net.org.uk](mailto:training@safety-net.org.uk) / DBS Checking Service: 01273 414981 or e-mail [DBS@safety-net.org.uk](mailto:DBS@safety-net.org.uk)

### **Aim:**

To ensure that any children and adults 'at risk' who are participating within our service are safe from harm and exploitation. The protection from abuse, neglect, exploitation and wellbeing of children and adults at risk is a paramount consideration when providing services.

### **We will:**

- Ensure appropriate risk assessments have been carried out on all our settings and activities.
- Ensure appropriate DBS checks have been carried out on staff and volunteers, including committee members, where they may have contact with children or adults at risk.
- Ensure staff and volunteers have appropriate levels of training for working with children or adults at risk.
- Offer access to advice and training for staff and volunteers to enable them to confidently respond on safeguarding issues.
- Ensure members, staff and volunteers feel confident to pass concerns on and know they will be responded to appropriately.
- Appoint a safeguarding lead, who will:
  - Ensure that the safety of participants is given the highest priority by all committee members, staff and volunteers.
  - Ensure safeguarding concerns are heard and acted upon.
  - Attend safeguarding lead training and review this policy every two years.
  - Ensure volunteers have the appropriate level of DBS check.
  - Ensure volunteers are offered online safeguarding training as part of their induction.
  - Regularly discuss the signs of abuse and the process for reporting with all volunteers.
  - Regularly gather feedback from volunteers on these procedures.
  - Be responsible for reporting incidents or concerns to appropriate authorities
  - Promoting the health and welfare of all members and volunteers.
  - Work in a way which safeguards the wellbeing of members and protects them from abuse and neglect.
  - Take appropriate steps if we become aware of any signs / incidents of abuse and neglect.
  - Ensure group members and volunteers are not expected to be alone or left unsupervised with adults who may be at risk, or children.

### **Definitions in this policy:**

For the purpose of this policy a child is any person under 18 years of age.

Under the Care Act 2014, specific adult safeguarding duties apply to any adult (18 years or over) who:

- has care and support needs and,
- is experiencing, or is at risk of, abuse or neglect and,
- is unable to protect themselves because of their care and support needs.

An adult with care and support needs may be:

- a person with a physical disability, a learning difficulty or a sensory impairment,
- someone with mental health needs, including dementia or a personality disorder,
- a person with a long-term health condition,
- someone who misuses substances or alcohol to the extent that it affects their day-to-day living.

**Procedure** (which should be displayed):

## **SAFEGUARDING IS EVERYBODY'S BUSINESS**

### **Guidance on observing a safeguarding issue:**

1. Make an evaluation of any **immediate risks** to yourself and others and take steps to remove danger. This could mean you leaving the situation if you are at risk.
2. If a crime is in progress, or life is at risk, dial emergency services on **999**.
3. Immediately inform your **Safeguarding lead**. **Add name & contact of your lead**
4. **Record** as much information as you can about the situation immediately.
5. Do not **tamper** with, clean up or move any potential evidence if a crime is suspected.

### **Our safeguarding lead will report concerns to:**

- **Front Door for Families** 01273 290400 [Tell us if you are worried about a child \(brighton-hove.gov.uk\)](https://www.brighton-hove.gov.uk/tell-us-if-you-are-worried-about-a-child), if a child is concerned (under 18 years, or 25 years if they have special educational needs)
- **Adult Social Care** 01273 295555 [Report a safeguarding concern \(brighton-hove.gov.uk\)](https://www.brighton-hove.gov.uk/report-a-safeguarding-concern), only with consent of the individual concerned, unless the group has information on their support needs to suggest they are 'at risk'.

### **Guidance on disclosure of a safeguarding issue:**

- Speak in a private and safe place.
- Accept what they are saying without judgement.
- Don't 'interview' them - just gather information to establish the basic facts. Use open questions like 'describe'
- If they are an adult at risk, their consent should be sought before sharing any information.
- If they are a child then you have a duty to report any safeguarding concerns, regardless of consent, but you should still explain who you are going to inform and how it remains confidential between you, your project's safeguarding lead and they may decide they have a duty to confidentially inform the local authority service.
- Share information on support services who may help, e.g. NHS Mental Health support line 0300 304 007, UOK? Mental health support 0808 196 1768, Samaritans 116123, Silverline for Older People 0800 470 8090, National careline for elder abuse 0800 0699 784

### **Types of abuse:**

- **Physical:** being pushed, shaken, pinched, hit, held down, locked in a room, restrained inappropriately, or knowingly giving an adult too much or not enough medication.
- **Sexual:** being made to take part in sexual activity when they do not, or cannot, consent to this. It includes rape, indecent exposure, inappropriate looking or touching, or sexual activity where the other person is in a position of power or authority.
- **Financial:** misusing or stealing money or belongings, fraud, postal or internet scams, pressuring an adult into making decisions about their financial affairs, including decisions involving wills and property.
- **Neglect:** not meeting a person's physical, medical or emotional needs, either deliberately, or by failing to understand these. It includes not providing them with essential things to meet their needs, such as medication, food, water, shelter and warmth.
- **Self-neglect:** being unable, or unwilling, to care for their own essential needs, including their health or surroundings (for example, their home may be infested by rats or very unclean, or there may be a fire risk due to their obsessive hoarding).
- **Emotional:** being shouted at, ridiculed or bullied, threatened, humiliated, blamed for something they haven't done, or controlled by intimidation or fear. It includes harassment, verbal abuse, cyber-bullying (bullying which takes place online or through a mobile phone) and isolation.
- **Discriminatory:** forms of harassment, ill-treatment, threats or insults because of an adult's race, age, culture, gender, gender identity, religion, sexuality, physical or learning disability, or mental-health needs. Discriminatory abuse can also be called 'hate crime'.
- **Modern slavery:** being forced to work for little or no pay (including in the sex trade), being held against their will, tortured, abused or treated badly by others.

- Domestic violence: psychological, physical, sexual, financial or emotional abuse by someone who is a family member or is, or has been, in a close relationship with the adult being abused. This may be a one-off incident or a pattern of incidents or threats, violence, controlling or coercive behaviour. It also includes so called ‘honour’ based violence, being forced to marry or undergo genital mutilation.

**Signed (Chair)**

**Date**

**Review date**

## **Appendix 11 – Missing Persons Procedure**

### **1.Purpose**

- To provide TDC staff with a framework to ensure cases of missing persons are correctly identified and reported in a timely way
- To ensure TDC's response facilitates joint-working and supports a multi-agency approach (as appropriate)
- To enable TDC to learn from its experience of missing person cases, and ensure this learning is used to provide effective staff training and support.

### **2.Scope**

This procedure applies to all TDC staff and volunteers working across all TDC activities wherever these are delivered.

### **3.Roles and responsibilities**

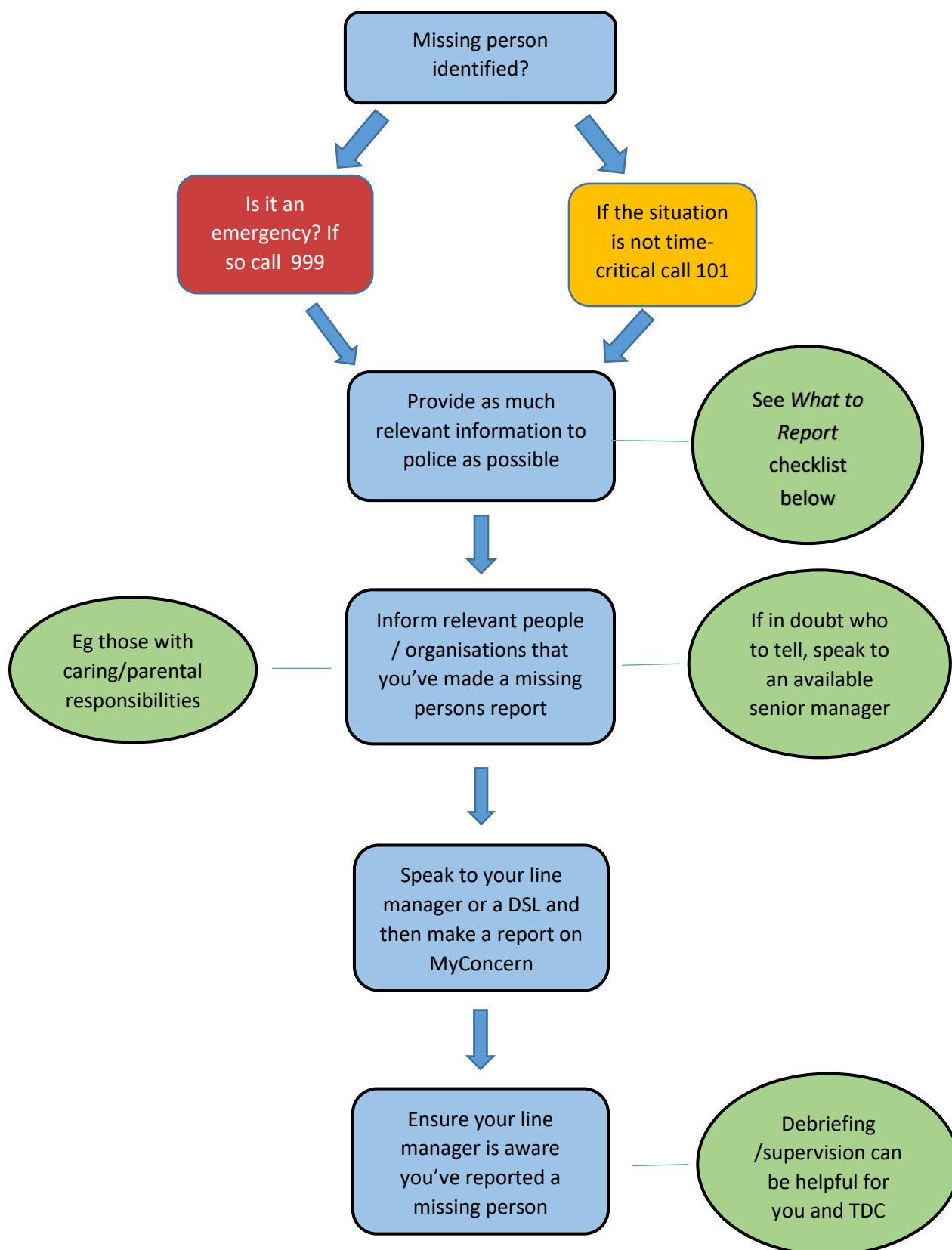
- TDC is responsible for:
  - reporting any cases of missing children/vulnerable adults where TDC has reason to believe that an immediate report to the police is needed
  - reporting any cases where children known to be reported as missing attend a TDC-run activity
  - supporting statutory organisations and other relevant bodies as part of a multi-agency response where appropriate.
- Local Authority – responsible for the safety and wellbeing of children and vulnerable adults in its care
- Police – responsible for collating information on persons reported missing and coordinating searches for missing persons

### **4.Procedure/Related documents**

- Section 1 Procedure for reporting a missing person
- Section 2 When a person known to be missing attends a TDC-run activity
- Section 3 Definitions
- Section 4 Risk factors
- Section 5 Useful resources

## Section 1

### Reporting a missing person flowchart (see also notes below)



## When and how to report a person missing

- If you have reason to believe that a child or vulnerable adult is missing, and you consider it an **emergency**, call the police **999**. If you think someone may have gone missing but that this situation is **not time critical** call the police non-emergency number **101**
- Ensure that you have as much relevant information as possible to give to the police – see **What to report checklist** below
- Inform those individuals/organisations who have caring and/or parental responsibility (eg parents, carers, local authority) that you have reported the person missing. If in doubt about who should be informed, speak to an appropriate/available senior manager.
- Speak to your line manager or a Designated Safeguarding Lead and then make a report on MyConcern (TDC's internal safeguarding reporting system); ensure that MyConcern report explicitly records that the case is 'Now in hands of police'
- Ensure your line manager is informed (a debriefing session and/or 1:1 supervision to reflect on the event may be useful for both you and TDC).

### What to report - checklist

The police may ask you the following about the missing person – provide as much detail as you can:

- Name and age
- Description of the person and the clothing they were wearing when they went missing
- Their mobile phone number and provider (if known)
- Home address and location they went missing from
- Circumstances of going missing
- Details of any vehicle or transport used
- Any relevant information concerning the person reporting
- Location of where the missing person *might* be
- Any medication the missing person requires, frequency of taking and effects of not taking it
- Information about any known risks or vulnerabilities
- Information about any person who might have contact with the missing person e.g. estranged parents, boyfriend / girlfriend etc.
- A description of their movements before going missing and the place they were last seen. Any activity that is out of character, for example not completing a task they usually would or not arriving at a place they were expected to be.
- Any possessions the missing person has taken with them, or left behind. For example, passport, car keys, wallet, medication etc.
- Name, date of birth, address, and telephone number of the person reporting.

## Section 2

### When a child/vulnerable adult known to have been reported missing attends a TDC-run activity

If a person who is known to have been reported as missing attends a TDC-run activity, TDC will:

- let the person know that TDC has a duty to inform the police (as long as this is not likely to escalate the situation)
- make a report to the police

When a person TDC has reported missing is found by the police or voluntarily returns home, TDC is not necessarily formally informed. If you receive information (eg from a partner organisation or a contact with the community) that a person who has been reported as missing has been found or returned home, please inform a relevant manager at TDC who will update MyConcern.

## Section 3

### Definitions<sup>3</sup>

#### *Missing*

Anyone whose whereabouts cannot be established will be considered as missing until located and their wellbeing or otherwise confirmed.

#### *Absent*

A person not at a place where they are expected or required to be.

The police classification of a person as 'missing' or 'absent' will be based on on-going risk assessment. Deciding whether someone is 'missing' or 'absent' is based on ongoing risk assessments.

Police will prioritise all children categorised as missing as either medium or high risk.

---

<sup>3</sup> From the Association of Chief Police Officers

## Section 4

### Risk factors for children and vulnerable adults

#### 1.Children

##### Looked after children

Looked after children are more likely to go missing than those who are not looked after (according to some estimates<sup>4</sup>, more than 20 times more likely). Looked after children can include unaccompanied asylum-seeking children, who may also be child trafficking victims.

##### History

A history of going missing generally increases the likelihood of a child going missing again.

There are a number of push and pull factors that can influence a child. There is often a combination of push and pull factors involved.

##### Push factors for children who go missing:

- unstable family environment or where there is conflict between parents/siblings
- change in the family demographic – new family members, for example a new born baby, step-siblings or stepfather/mother
- has suffered rejection, neglect, maltreatment, physical or sexual abuse
- absence of any parental attachment to the child and a lack of emotional care
- parent(s) do not provide positive role model behaviours; unable to communicate effectively with the child; provides poor discipline; does not give guidance or set proper boundaries
- parent(s) replaces positive discipline with uncaring harsh or violent punishment
- has a parent(s) with alcohol, substance, drug or mental health issues
- has witnessed or suffered domestic violence within the family
- family break up; is separated from a parent or has a parent in prison
- feels socially isolated, not accepted within an environment
- people who are neurodiverse, who may not have an understanding of their missing status

##### Pull factors for children who go missing:

- to be with family members
- staying out with peers
- being with a girlfriend/boyfriend
- freedom and independence
- wanting to be back in a familiar area – this is particularly relevant to looked after children in out of area and distant placements
- being a victim of sexual exploitation and grooming
- becoming involved in substance, alcohol and drug misuse
- drawn into extremism/radicalisation
- gang affiliation or membership
- being a victim of criminal exploitation
- being a victim of human trafficking and exploitation

#### 2.Vulnerable adults

Factors include:

- People with dementia
- People with mental health issues
- People experiencing relationship breakdown

---

<sup>4</sup> <https://safeguarding.network/content/safeguarding-resources/missing-children/>

- Issues with living situation
- Concerns about personal safety
- Finances and money concerns
- Being a victim of human trafficking and exploitation
- Being a victim of criminal exploitation

## Section 5

### Useful sources of advice/guidance

The 'Missing People' website provides useful information about reporting:

<https://www.missingpeople.org.uk/get-help/help-services/how-police-search/how-to-report-someone-missing>.

Sussex Police - *Missing Persons Policy*:

<https://www.sussex.police.uk/SysSiteAssets/foi-media/sussex/policies/missing-persons-policy-558.pdf>

Department for Education - *Statutory Guidance on children who run away or go missing from home or care*:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/307867/Statutory\\_Guidance\\_-\\_Missing\\_from\\_care\\_\\_3\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/307867/Statutory_Guidance_-_Missing_from_care__3_.pdf)

Department for Education and Home Office - Safeguarding children who may have been trafficked:

<https://www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance>