

Corporate Safeguarding QUICK GUIDE



Safeguarding is everyone's responsibility

This is stated in the Social Services and Well-being (Wales) Act 2014. This means that everyone needs to be aware of safeguarding and why it is important.

What Does Safeguarding Mean?

Safeguarding is about protecting children and adults from abuse, harm or neglect and educating those around them to recognise the signs to prevent abuse, harm or neglect as much as possible.

Regardless of whether we are young or old, we all have the right to:

- live our own lives, free from harm or fear,
- be treated with respect,
- make our own choices and decisions speak up for ourselves and be listened to.

Categories of Abuse

In Wales, the Social Services and Well-being (Wales) Act 2014 identifies five categories of abuse:

1. Physical Abuse

Physical abuse means deliberately hurting a child or adult. It can be a one-off incident or a series of incidents. **Examples:**

- hitting,
- slapping,
- pushing,
- pinching,
- burning.

2. Sexual Abuse

Sexual abuse occurs when the victim is involved in sexual activities or relationships to which they have not given consent or which they do not fully understand, or if they are a child. **Examples:**

- rape or sexual assault,
- indecent exposure,
- penetration, or attempted penetration, of intimate areas,
- sexual harassment,
- forcing someone to watch sexual acts or pornography.

3. Emotional or Psychological Abuse

Emotional or psychological abuse happens when a person's self-confidence is undermined by threats, humiliation or degrading comments. **Examples:**

- bullying,
- threats of harm or being abandoned,
- ignoring,
- shouting or swearing,
- controlling behavior, threats and intimidation.

4. Neglect

Neglect is a failure to meet a person's basic physical, emotional, social or psychological needs, which is likely to have a negative impact on a person's health and well-being.

Your actions could help keep someone safe!

Examples:

- it can be as a result of intentional or non-intentional acts, or failure to act,
- this includes not stopping behaviour that's harmful to them or others,
- it can be a one-off incident or a series of incidents.

5. Financial Abuse

Financial abuse happens when someone uses another person's money or property inappropriately. **Examples:**

- theft of items or money,
- pressure to give money or items,
- unexplained withdrawal of money,
- unusual interest from a third party in financial matters,
- purchases that are unrelated to the individual's needs, such as a car or holiday.

Risk Areas

1. E-safety

E-safety is often defined as the safe and responsible use of technology. This includes use of the internet and other means of communication using electronic media (such as social media platforms, text messages, gaming devices and email).

2. Domestic abuse

Any incident, or pattern of incidents, of controlling, coercive or threatening behavior, violence or abuse between those aged 16 years or over who are, or have been, intimate partners or family members, regardless of gender or sexuality.

3. Modern day slavery

Modern day slavery is the severe exploitation of other people for personal or commercial gain. Modern slavery is all around us, but often just out of sight. From the outside, it can look like a normal job.

4. Trafficking

Human trafficking is a form of slavery. **It involves:**

- forcing children and adults to move in order for them to be exploited in some way,
- moving them to another place within one country or, often, another country,
- using threats, force or deception to make them do something against their will,
- using them to make money or provide services for their traffickers,
- they may look underfed, be unwell or injured or seem frightened, they may be unwilling to talk or they may be living in overcrowded housing.

5. Sexual exploitation

Sexual exploitation is the coercion or manipulation of children or adults at risk into taking part in sexual activities. It is a form of sexual abuse involving an exchange of some form of payment, that can include money, mobile phones and other items, drugs, alcohol, a place to stay, 'protection' or affection.

6. Forced marriage

Forced marriage is any marriage where one or both people do not (or cannot) consent to the marriage and pressure, or abuse is used.

7. Female genital mutilation

Female genital mutilation (FGM) is when the female genitals are deliberately cut, injured or changed, but there's no medical reason to do so.

8. Hate crime

Hatred is a strong term that goes beyond simply causing offence or hostility. Hate crime is any criminal offence committed against a person or property that is motivated by an offender's hatred of someone because of their:

- race, colour, ethnic origin, nationality or national origins,
- religion,
- gender or gender identity,
- sexual orientation,
- disability.

9. Radicalisation

Radicalisation is a process by which an individual or group comes to adopt increasingly extreme political, social or religious ideals and aspirations that may place them or the public in danger if they act upon those beliefs. Local authorities have a duty to identify vulnerable individuals and families at risk of radicalisation from all forms of extremism.

10. Institutional abuse

Institutional abuse can occur in any setting or in a person's home, where the care is inflexible and degrading.

What is a Designated Safeguarding Person (DSP)?

The Wales Safeguarding Procedures (WSP) defines a DSP as:

The identified person within the organisation who is available to discuss safeguarding concerns. They should be consulted as to whether to raise a safeguarding concern with the local authority, will manage any immediate actions required to ensure the individual at risk is safe from abuse. All practitioners should know who to contact in their agency for advice and they should not hesitate to discuss their concerns no matter how insignificant they may appear.

Who has a responsibility to report? ...

We all do!

You have a responsibility to contact social services or the police if you have concerns that a child or adult at risk:

- is experiencing abuse and neglect,
- Has experienced abuse and neglect,
- is likely to be at risk of abuse and neglect.

THIS IS NOT A MATTER OF PERSONAL CHOICE!

What should you do when a child or adult at risk tells you something?

DO

- ✓ stay calm,
- ✓ listen carefully,
- ✓ take it seriously,
- ✓ tell the child or adult at risk that they have done the right thing by telling you,
- ✓ explain who you need to share the information with,
- ✓ follow your organisation's procedure,
- ✓ make accurate notes using the child or adult at risk's own words,
- ✓ consult immediately (same day) with the designated safeguarding person/lead or your line manager.

DO NOT

- ✗ react strongly, for example, by saying "how awful",
- ✗ stop someone who is speaking freely,
- ✗ jump to conclusions, especially about the abuser,
- ✗ ask leading questions,
- ✗ use your own words to describe events,
- ✗ investigate,
- ✗ promise confidentiality,
- ✗ deal with it alone,
- ✗ contact the alleged abuser.

Making a report

You should make a report even if you do not have a lot of information. But, if possible:

- focus on the **signs and symptoms** of possible abuse and/or neglect,
- be **clear**,
- include **details** of your concern,
- **record** the information.



If there are immediate concerns about a child's or adult's safety or a criminal offence has occurred, you should phone the police.

Contact Numbers

- If you believe a child or adult is in immediate danger, do something straight away - contact **999** and tell the operator what is happening.
- If you think or believe an adult is being abused, please contact the Adult Safeguarding Team on: **029 2233 0888**
- If you think a child is at risk, not being looked after properly, or you have concerns about his or her welfare, please contact us on: **03000 133 133** or raise a concern online here **Help or harm form | Cardiff Council**
- If any concerns are outside of office hours then call the Emergency Duty Team on: **029 2078 8570**



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