

# Safeguarding Policy

Created with reference to the Government publications:  
“Working together to Safeguard Children”  
“Safeguarding Vulnerable Groups Act 2006”  
“The Children’s Act 1989 & 2004”

Written in line with Greater Manchester’s & Derbyshire’s Safeguarding Boards’ Protection Procedures

## INTRODUCTION

Reuben’s Retreat will work with children, young people, adults, and the community to ensure the safety of all. Everyone has the right to be treated with respect, and to be safe from harm, neglect, or any abuse, in whatever form. This policy lays out Reuben’s Retreat’s position, role, and responsibilities; it also clarifies what is expected from everybody involved.

Reuben’s Retreat has put in place safeguards to protect children, young people and adults from harm. We have also put in place safeguards to avoid putting our staff, and volunteers in positions where harm might be alleged, and to ensure our staff and volunteers know exactly what to do should harm, or risk of harm, be suspected.

This policy also lays out the procedure that will be followed if Reuben’s Retreat has any reason to believe any child, or vulnerable adult, accessing our support is subject to safeguarding risks/concerns, including: physical, sexual, psychological, emotional, financial, discriminatory abuse or neglect.

## POLICY DEFINITIONS

**A child** is defined as anyone under the age of 18 years.

**An adult** who is vulnerable to, or ‘at risk’ of, abuse or neglect is defined as: A person who is 18 years of age or over, and who is or may be in need of community care services, by reason of mental or other disability, age or illness and who is, or may be unable to take care of him/herself, or unable to protect him/herself, against significant harm or serious exploitation. Or an adult who has identified personal, family, or environmental factors present; for example suffering from mental ill health. For the purpose of this policy the term ‘vulnerable adult’ will be used to cover both.

**Abuse** is defined as: the improper usage or treatment of someone to cause harm or distress, often to unfairly or improperly gain benefit. It may be: a single act, or repeated acts; an act of neglect, or a failure to act; multiple acts (e.g. a vulnerable adult may be neglected and financially abused).

**Neglect** is defined as: the failure of a carer to provide the necessities of life to a person for whom they are caring. It can be intentional or unintentional. It may be the improper use of medication, poor hygiene, or personal care, or the refusal to allow others to provide adequate care.

## PRINCIPLES

- Reuben’s Retreat is committed to the welfare, protection, and safekeeping of all.
- The needs of the child/vulnerable adult are paramount and underpins our safeguarding practice.
- All Individuals, vulnerable adults, young people and children, whatever their age, culture, gender, language, racial origin, religious beliefs, or sexual identity, have the right to be protected from harm, from all forms of neglect and abuse. They should feel, and be kept, safe and secure.
- All suspicions and allegations of abuse or neglect, will be taken seriously and responded to swiftly and appropriately.
- All staff and volunteers have a responsibility to report safeguarding concerns to their manager, or the Designated Safeguarding Lead (DSL).
- Parents should be reassured that it is the aim of Reuben’s Retreat to always act in the best interests of their beneficiaries, and to encourage the fullest possible involvement and consultation with families.

## AIMS

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- Ensure all beneficiaries are never placed at risk while in the charge of staff, or volunteers;
- To raise the awareness of all staff and volunteers of the need for safeguarding, and of their responsibilities in identifying, and reporting possible cases of neglect, or abuse.
- To emphasise the need for good levels of communication between all members of staff and volunteers.
- To identify safeguarding risks, and to take action to minimize, and monitor them.
- To provide a structured internal procedure, to be followed by all staff and volunteers of Reuben's Retreat, in cases of suspected abuse or neglect.
- To ensure all staff and volunteers are aware of the safeguarding recording and referral procedures within the Charity.
- Ensuring that outside agencies are involved, where appropriate.
- Create an environment where people feel secure, have their viewpoints valued, are encouraged to talk, and are listened to.
- Maintain an open environment where staff and volunteers feel free to raise concerns (including whistleblowing), listen to beneficiaries, and are ready to involve outside agencies.
- To ensure confidentiality is maintained at all times.

## STATUTORY DUTIES

- Reuben's Retreat will take immediate action to safeguard the welfare of any individual who is suspected of being harmed, or is in danger of being harmed.
- Reuben's Retreat complies with the guidance from the 'Safeguarding Vulnerable Groups Act 2006' and 'Working Together to Safeguard Children' (updated in 2018) and will work and cooperate with all local agencies. All staff, and volunteers in *regulated activity* with families, will be required to confirm that they have completed safeguarding training upon induction, and have received a copy of the Safeguarding Policy.
- All staff appointed will be subject to safer recruitment, and an enhanced Disclosure & Barring Service (DBS) with barred list check. Volunteers in regulated activity with families will be subject to an enhanced DBS with barred list check. For full details of recruitment procedures, including: selection procedure; pre-employment checks; assessment criteria; and the retention and security of disclosure information, please see Reuben's Retreat's *Recruitment and Induction Policy*. Reuben's Retreat will inform all staff of the legislation, and any updates.
- Training in safeguarding, and inter-agency working and procedures, will be provided for the Designated Safeguarding Lead and updated every two years. Training for all staff and volunteers will be provided and updated in accordance with Tameside's & Derbyshire's Local Safeguarding Boards' procedures. Individual staff will be able to receive high quality training relevant to the local and national agenda. In particular, for those who have responsibility for safeguarding, or are involved with assessment and intervention, this will include: building effective working relationships with multi-disciplinary teams; learning from (Serious Case Reviews (SCRs); sharing information between professionals to gain a common understanding of key terms, definitions and thresholds for action.
- The Safeguarding lead and senior management team will undertake an annual review of the safeguarding policy, procedures and the efficiency with which all related duties have been discharged. If any deficiencies are found they will be rectified immediately. The date on which the annual review was carried out is on the last page of this policy.

## SAFEGUARDING PROTECTION CO-ORDINATOR (DSL)

The Designated Safeguarding Lead (DSL) is: [Dan Booth](#) 01457 680023

## ROLES AND RESPONSIBILITIES

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Reuben's Retreat will follow the procedures set out by Tameside's & Derbyshire's Safeguarding Boards and take account of guidance issued to:

- Ensure we have a nominated person responsible for safeguarding, a Designated Safeguarding Lead (DSL) that all staff and volunteers are aware of, knows their role, their responsibilities, and how to contact them.
- Ensure every member of staff and volunteer who undertakes regulated activities with beneficiaries regularly completes safeguarding training that is reviewed and updated.
- Ensure every member of staff and volunteer is familiar with the Charity's *Safeguarding, Whistleblowing, Confidentiality* and *Data Protection* policies from induction; and can access its Staff Handbook for a complete set of all relevant policies and procedures.
- Ensure all staff, and volunteers understand their responsibilities in being alert to the signs of abuse and neglect (please see **Appendix 1**); as well as their responsibility for reporting any concerns to their manager, or the designated person (DSL) responsible for safeguarding. Staff may be required to monitor particular children, or vulnerable adults, with regard to safeguarding concerns.
- Ensure that all staff and volunteers understand that, if they believe there is a risk of immediate serious harm this should be referred directly to the DSL, to report immediately. Staff and volunteers understand, however, that safeguarding is everyone's responsibility, and all staff and volunteers can make a safeguarding referral to the relevant Local Authority, or the Police (please see **Appendix 2**) if they are unable to contact their manager, or the DSL. If the situation does not appear to be improving the staff member, or volunteer with concerns has a responsibility to press for re-consideration with the relevant authority.
- Ensure any organisation Reuben's Retreat partners with to deliver support services to its beneficiaries has appropriate safeguarding policies and risk assessments in place, if required.
- To ensure beneficiaries are safe Reuben's Retreat will:
- Not allow an adult who has not received their DBS clearance check to be left alone with a child, or vulnerable adult.
- Keep up to date with all relevant legislation, policies and procedural and practice guidance.
- Always listen to beneficiaries, take their concerns seriously and respond promptly to them.
- Undertake regular risk assessments for any activity, or event, that is delivered in the name of Reuben's Retreat.
- Parental/carer's consent will be secured in writing for Reuben's Retreat staff to act in 'loco parentis', if the need arises, to administer emergency first aid, or other medical treatment.
- A written record will be kept of any injury that occurs to a child, young person, or vulnerable adult, along with the details of any treatment given.

## REPORTING OF SAFEGUARDING CONCERNS PROCEDURE

Reuben Retreat's Safeguarding Reporting Procedure has been written in accordance with Greater Manchester's, and Derbyshire's Safeguarding Referral Procedures.

Due to the nature of the service we are providing staff may be the first people to sense that there is a problem. They may well be the first people in whom beneficiaries/family members confide about abuse. The Charity has a duty to be aware that abuse does occur in our society.

Our prime responsibility is the welfare and well-being of all children and vulnerable adults in our care. As such we believe we have a duty to the children, parents/ carers, staff and volunteers to act quickly, and responsibly, in any instance that may come to our attention.

All staff and volunteers will be familiar with their own responsibilities to act swiftly upon any suspicions, or concerns they may have about any beneficiary, or member of staff, or volunteer, at Reuben's Retreat. The Charity has a duty to report any suspicions around abuse, or neglect, to the Local Authority that has an obligation to investigate such matters.

## INFORMING PARENTS

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Parents are normally the first point of contact. If a suspicion of abuse is recorded parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Board does not allow this. This will usually be the case where the parent/ carer is the likely abuser. In these cases, the Local Authority investigating officers will inform parents.

## SUPPORT TO FAMILIES

- Reuben's Retreat takes every step in its power to build up trusting and supportive relations among families, staff and volunteers within the organisation.
- Reuben's Retreat continues to welcome the beneficiaries whilst investigations are being carried out in relation to abuse or neglect, at the discretion of the Charity's senior management.
- Beneficiaries will be supported by offering reassurance, comfort, and sensitive interactions.
- Parents and families will be treated with respect, in a non- judgmental manner, whilst investigations are carried out in the best interests of the child, young person, or vulnerable adult.

## CONFIDENTIALITY

Confidential records kept on a child are shared with the child's parents, or those who have parental responsibility for the child, if appropriate, under the guidance of the relevant Local Authority Safeguarding Board.

Staff and volunteers must not make comment, either publicly, or in private, about supposed, or actual behaviour. They must raise any concerns initially with their manager, or the DSL, and appropriate action will be considered. Staff (including DSL) and volunteer responsibilities do not include investigating the suspected abuse or neglect. However, the staff will keep accurate records of their observations, signed and dated, and of anything said to them by the beneficiary, or others, in connection with the suspected abuse or neglect. This information will be kept in a locked cabinet.

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance and procedures of the relevant Local Authority Safeguarding Board. All personal and sensitive information will be managed and kept in accordance with Greater Manchester's and Derbyshire's Safeguarding Board's Safety Procedures, and Reuben's Retreat's *Confidentiality* and *Data Protection* Policies.

## RECORDING SUSPICIONS OF ABUSE AND DISCLOSURES

Staff will make an objective record of any observation, or disclosure, and include:

- name
- address
- age and date of birth
- date, time and place of the observation, or the disclosure
- exact words spoken by the beneficiary
- name of the person to whom the concern was reported, with date and time; and the names of any other person present at the time.

These records are signed and dated and kept in a separate confidential file. The staff involved may be asked to supply details of any information they have with regard to the relevant beneficiary(s). Reuben's Retreat expects all members of staff to co-operate with the relevant authority in any way necessary to ensure the safety of the beneficiary.

- A number of abusive acts are crimes and informing the police must be a key consideration.
- If there is a case of abuse by another child or vulnerable adult the safety of the person who may have been abused, or neglected is paramount. The needs of both must be addressed separately.
- Reuben's Retreat will seek to discuss any safeguarding concerns with immediate family/parents/carers, and, where possible seek their agreement to make a referral to the relevant Local Authority, unless this may, either by delay, or the behavioural response it prompts, or for any other reason, be prejudicial to the child's, or vulnerable adult's, welfare or safety, or would place them at increased risk of harm, or be prejudicial to any investigations or enquiries.

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- Such discussions with immediate family/parent/carers will be recorded and they will have access to such records.
- The referral should be made to the Local Authority whose area the child, or vulnerable adult, is currently staying as they have prime responsibility for an initial response to the referral. Their children or adult social care office should be contacted during office hours. In an emergency, outside of office hours, the relevant Local Authority's 'Out of Hours' or 'Emergency Duty Team' or the Police (Police Public Protection Investigation Unit (PPIU)) should be contacted.
- The referral should also be made to any known social worker the child, or vulnerable adult has.
- For further referral requirement details please see **Appendix 2**.

## LOCAL REFERRAL CONTACT NUMBERS

- Derbyshire Children's Social Care 01629 533190. Out of Hours 0162 953 2600.
- Derbyshire Local Authority Designated Officer (LADO) 0162 953 3190.
- Derbyshire Adult Social Care 0162 953 3190. Out of Hours 0162 953 2600.
- Derbyshire Police (Dial 101 or go to their website for online reporting).
- Tameside Children's Social Care – 0161 342 4150. Out of Hours 0161 342 2222.
- Tameside Local Authority Designated Officer (LADO) 0161 342 4398, or Independent Reviewing Duty Officer 0161 342 4343.
- Tameside Adult Social Care 0161 342 2400. Out of Hours 0161 342 2222.
- Tameside Police Public Investigation Unit (PPIU)
  - 0161 856 8063 for Domestic Abuse.
  - 0161 856 8185 for Child Protection.
  - Report a Crime 101.

## TYPES OF ABUSE

### Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, misuse of medication, being locked in a room, force-feeding, unlawfully depriving a person of their liberty, unlawful, or inappropriate restraint, or otherwise causing physical harm to a child, or vulnerable adult. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child, or vulnerable adult.

Action will be taken under this heading if staff, or volunteers, have reason to believe that there has been a physical injury to a beneficiary, including burns and physical ill health linked to deliberate poisoning, where there is definite knowledge, or reasonable suspicion, that the injury was inflicted, or knowingly not prevented.

### **Procedure**

- Parent/carers will be asked before any activity, or intervention, with Reuben's Retreat to identify any injuries, ill health, or accidents, suffered by a beneficiary.
- Any sign of a mark/ injury to a beneficiary will be recorded.

### Sexual abuse

This includes rape, sexual assault or sexual acts that the child, or vulnerable adult, has not consented to, or could not consent to, or was pressured in to. This includes whether or not the child, or vulnerable adult, is aware of what is happening, or lacks the mental capacity to consent. It includes penetration of any sort, incest, and situations where the alleged abuser touches the abused person's body (e.g. breasts, buttocks and genital areas), exposes his, or her, genitals (possibly encouraging the abused person to touch them), or coerces the abused person in to participating in, or looking at, pornographic films or photographs. Any sexual relationship that develops between adults where one is

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in a position of trust, power, or authority in relation to the other (e.g. day centre worker, social worker, residential or health worker) may also constitute sexual abuse.

Sexual abuse also includes non-contact activities, such as involving children, or adults at risk, in looking at, or in the production of, pornographic materials, watching sexual activities, or encouraging children, or vulnerable adults, to behave in sexually inappropriate ways.

Action will be taken under this heading if the staff team have witnessed occasions where a child, or vulnerable adult, indicated sexual activity through words, behavior, physical presentation, play, drawing, or disclosure.

## **Psychological abuse**

Psychological abuse is typically characterized by distorting someone's sense of reality. The goal of the psychological abuser is to convince the victim that they are 'crazy', or incompetent, undermining their confidence, and making them more pliable.

Action will be taken under this heading if the staff team have reason to believe that there is a noticeable, adverse effect on the behaviour, and mental wellbeing of a beneficiary.

## **Emotional abuse**

Emotional abusers manipulate other people by undermining their self-esteem or resorting to coercive behaviours.

Emotional abuse includes:

- Withholding affection; humiliating; presenting ultimatums; and victim blaming, including for their own abusive behaviour.
- Conveying to an individual that they are worthless, unloved, inadequate or valued only insofar as they meet the needs of another person.
- Imposing age, or developmentally, inappropriate expectations, including interactions beyond a person's developmental capability, over protection, and limitation of exploration and learning, or preventing participation in normal social interactions.
- Seeing or hearing the ill-treatment of another.
- Serious bullying, causing children or vulnerable adults frequently to feel frightened, or in danger.

Action will be taken under this heading if the staff team have reason to believe there is an adverse effect on the behavior, and/or emotional wellbeing of a beneficiary, caused by persistent, or significant, ill treatment or rejection.

## **Domestic abuse**

Domestic abuse is defined as: Any incident of threatening behaviour, violence, or abuse (psychological, physical, sexual, financial or emotional) including stalking and harassment, between adults who are, or have been, intimate partners, or family members, regardless of gender or sexuality.

If someone is being physically abused, they will likely have frequent bruises, or physical injuries consistent with being punched, choked, or knocked down; and they'll likely have a weak, or inconsistent explanation for these injuries.

It's also common for someone to try to cover up the physical signs with clothing. For example, you may notice that someone you care about is wearing long sleeves, or scarves, in the hot summer. Wearing heavier than normal makeup, or donning sunglasses inside, are also common signs of domestic abuse.

Abuse occurs when one person in a relationship attempts to dominate and control the other person. Usually, the control begins with psychological, or [emotional abuse](#), then escalates to physical abuse. When domestic abuse includes physical violence, it is termed [domestic violence](#).

Domestic abuse is not about violence, [it is about control](#).

Action will be taken under this heading if the staff team have reason to believe there is an adverse effect on the behavior, and/or emotional wellbeing of a beneficiary due to domestic abuse from an intimate partner, or family member.

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## **Financial abuse**

Financial abuse in intimate relationships is the control of another's ability to acquire, use, and maintain their own money and financial resources.

Action will be taken under this heading if the staff team have reason to believe there is a noticeable, adverse effect on the wellbeing of a beneficiary.

## **Discriminatory abuse**

This includes discrimination on the grounds of race, ethnic origin, culture, gender and gender identity, sexual orientation, faith or religion, disability, mental health status, age and political views; along with racist, sexist, homophobic, ageist comments or jokes, or comments and jokes based on a person's disability, or any other forms of harassment. It also includes not responding to a person's dietary needs, and excluding a person from activities on the basis that they are 'not liked'.

Action will be taken under this heading if the staff team become aware of any form of this.

## **Neglect**

Neglect is a failure to respond to a child's, or vulnerable adult's, basic physical, or emotional needs. It also includes a failure to intervene in situations that are dangerous to the person concerned, or to others, particularly when the person lacks the mental capacity to assess risk for themselves.

Action will be taken under this heading if the staff team have reason to believe that there has been persistent, or severe neglect, of a beneficiary (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of their health, or development; including 'failure to thrive'.

## **Other areas of abuse**

Below is a list of other areas of abuse that all staff and volunteers should be alert to:

- Child sex exploitation
- Hate crime
- Honour based violence
- Female Genital Mutilation (FGM)
- Human Trafficking
- Exploitation of radicalisers who promote violence

## **What staff should do if they have concerns about unsafe safeguarding practices within Reuben's Retreat**

Staff and volunteers should raise any concerns about poor or unsafe practice within the safeguarding regime with their manager and/or the DSL. Where a member of staff feels that they are unable to raise this matter with either their manager, or the DSL, or that their genuine concerns are not being addressed, they can raise the matter directly with the relevant Local Safeguarding Board.

## **Whistleblowing (Inappropriate behaviour displayed by members of staff)**

Staff and volunteers should be alert to instances of inappropriate behaviour displayed by other members of staff or volunteers and pass on their concerns to the Designated Safeguarding Lead (DSL). If the concern is about that person the concern should be referred to the relevant Local Authority Duty Officer (LADO), without the prior knowledge of the DSL. Examples of when this would be appropriate are: inappropriate sexual comments are made; excessive one-to-one attention given beyond the requirements of their usual role and responsibilities; or their inappropriate sharing of images.

## **Employees and Volunteers of Reuben's Retreat**

To protect staff and volunteers against allegations of abuse one to one interventions will be undertaken in a room/ or adjacent to a room where other staff and volunteers are present.

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If an allegation is made against a member of staff, or volunteer, the relevant Local Authority will be informed and it will be investigated. This may result in disciplinary procedure being followed. The Trustees, DSL and Local Authority must be informed straight away.

- The incident will be dealt with by the Chief Executive Officer:
- A full investigation will be carried out to determine how this will be handled.
- If the allegation could possibly interfere with the normal working of the Charity, either the member of staff, or the child, or vulnerable adult, will be allocated to another area; after due consultation with all parties.
- Reuben's Retreat reserves the right to suspend any member of staff on full pay during an investigation, or suspend a volunteer from undertaking their volunteering role.
- All investigations/interviews will be documented and kept in a locked file.
- Unfounded allegations will result in all rights being re-instated.
- Founded allegations will be passed on to the relevant organisation (local authority/police) and will result in the termination of employment, or volunteering role.
- Counselling will be available for any member of Reuben's Retreat who is affected by an allegation, their colleagues in the organisation, and the beneficiary.

## **Use of all forms of media**

Written permission must be gained from adult (aged 18 years and over ) beneficiaries before personally identifiable information is published of any family member, including photographs.

All information provided about beneficiaries on all forms of media by Reuben's Retreat will only give the first name of the beneficiary and no other personal information. *(Please see the Charity's Media policy.)*

## **Acceptance of gifts**

Staff and volunteers must declare all gifts given to them by beneficiaries, members of their family, or friends to their manager or the Chief Executive Officer.

A register will be kept of all gifts given to staff and volunteers, excluding any financial or property gifts which cannot be accepted.

Staff and volunteers may inform the person who has given them the gift what it will be used for once Reuben Retreat's senior management team have agreed this.

## **APPENDIX 1: Signs of Abuse or Neglect**

### **Signs of Physical Abuse**

1. Unexplained injuries – bruises/abrasions/lacerations
2. The account of the injury may be vague or may vary from one telling to another.
3. Unexplained burns.
4. Regular occurrence of unexplained injuries.
5. Most accidental injuries occur on parts of the body where the skin passes over a bony protusion.
6. Medical problems that go unattended.
7. Withdrawn or aggressive behavioural extremes.
8. Uncomfortable with physical contact.
9. Seems afraid to go home.
10. Complains of soreness or moves uncomfortably.
11. Wears clothing inappropriate for the weather, in order to cover their body.



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12. Interactions between the child, vulnerable adult, and their immediate family/parent/carer.
13. Exhibiting untypical self-harm.

## **Signs of Sexual Abuse**

1. Sign of blood/discharge on the child's or vulnerable adult's underclothing.
2. Awkwardness in walking/sitting.
3. Pain or itching – genital/anal area.
4. Bruising, scratching, bites on the inner thighs/ external genitalia.
5. Enuresis/encopresis (inappropriate weeing and pooing if older than 4/5 years).
6. A female who lacks the mental capacity to consent to sexual intercourse becoming pregnant.
7. Sexually pro-active behaviour or knowledge that is incompatible with age and understanding.
8. Drawings and/or written work that is sexually explicit.
9. Obsession with washing.
10. Self-harm / suicide attempts.

## **Signs of Psychological/Emotional Abuse**

1. Poor interactions/relationship signs.
2. Unresponsive/neglectful behaviour towards the child's or vulnerable adult's emotional needs.
3. Persistent negative comments about the child or vulnerable adult.
4. Inappropriate or inconsistent expectations.
5. Self-harm.
6. Person not allowed visitors/phone calls.
7. Person is locked in a room/their home.
8. Person is denied access to aids or equipment, e.g. glasses.
9. Bullying via social networking or internet sites and persistent negative texting.
10. Unhappiness, anxiety.
11. Low self esteem
12. Withdrawn, insecure.
13. Poor concentration.
14. Attention seeking.
15. Passive or aggressive behavioural extremes.
16. Untypical ambivalence, deference, passivity, resignation.

## **Signs of Domestic Abuse**

Some signs of physical abuse include:

1. Black eyes

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2. Busted lips
3. Red or purple marks on the neck
4. Sprained wrists
5. Bruises on the arms

Some signs of emotional, financial abuse and control include:

1. A constant state of alertness.
2. A feeling of powerlessness, helplessness, or despair, and feeling trapped.
3. Low self-esteem.
4. Extremely apologetic, or meek.
5. Seeming fearful.
6. Changes in sleep habits (sleeping too much or not enough).
7. Agitation, anxiety, or constant apprehension.
8. Developing a [drug or alcohol problem](#).
9. [Symptoms of depression](#).
10. Loss of interest in daily activities.
11. Talking about, or attempting suicide.
12. Changes to personality, e.g. becoming quiet and withdrawn.
13. Being reserved and distant.
14. Drops out of activities they would usually enjoy.
15. Cancels appointments, or meetings with you at the last minute.
16. Is often late to work, or other appointments.
17. Exhibits excessive privacy concerning their personal life, or the person with whom they're in a relationship.
18. Begins isolating themselves by cutting off contacts with friends and family members.
19. Over anxious to please the abuser.
20. Anxious and nervous when they are away from the abuser.
21. Their children may seem timid, frightened, or extremely well-behaved when the partner is around.
22. References made to the abuser being "moody", or having a bad temper.
23. Turns down offers of help from others.
24. Presents as being controlled or extremely manipulated in all areas of their life.
25. Asking permission to go anywhere or to meet and socialize with other people
26. Referring to their partner as "jealous" or "possessive," or always accusing them of having affairs.
27. Their partner constantly calls or texts them wanting to know where they are, what they are doing, and who they are with. The partner may even follow the victim to check up on them.

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28. Having very little money available to them, not having access to a credit card, or having to account for every penny spent
29. Not having access to a vehicle

## **Signs of Financial Abuse**

1. Money and possessions stolen.
2. Lack of goods and services a person can afford.
3. Lack of money.
4. Power of attorney obtained when the person lacks the capacity to make this decision.
5. Disparity between assets/income and living conditions.
6. Forcing changes to a person's Will.
7. Recent changes to deeds/title of house.
8. Inadequately explained withdrawals from accounts.
9. Person not in control of their direct payments or budgets.

## **Signs of Discriminatory Abuse**

1. Verbal abuse.
2. Inappropriate use of language.
3. Unequal treatment.
4. No attempt to address language barriers.
5. No provision of culturally sensitive food.
6. No awareness of importance of faith festivals etc.
7. A person may reject their own cultural background, racial or ethnic origin, sexual identity and practices, faith/beliefs or lifestyle choices.
8. A person making a complaint about the support not meeting their needs.

## **Signs of Neglect**

1. Unattended medical need.
2. Underweight or obesity.
3. Recurrent infection.
4. Unkempt dirty appearance.
5. Body odour.
6. Inadequate/unwashed clothes.
7. Consistent lack of supervision.
8. Consistent hunger.
9. Inappropriately dressed.
10. Poor social relationships.

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11. Indiscriminate friendliness.
12. Poor concentration.
13. Low self-esteem.
14. Regularly displays fatigue or lethargy.
15. Frequently falls asleep.

## **APPENDIX 2: Making a Safeguarding Referral**

1. The referral procedure details for each relevant Local Authority should be followed. The basic process is the recording of the list given below.
2. Full name, any aliases, date of birth, and gender of the child or vulnerable adult.
3. Full family address and any known previous addresses.
4. Identity of those with parental/ carer responsibility.
5. Ethnicity, first language.
6. Any need for an interpreter, signer or other communication aid.
7. Any special needs.
8. Details of the school the child attends.
9. Any information aware of on significant/important recent or historical events.
10. Any information aware of on support needs.
11. Recently spend time living abroad, or arrived in the area.
12. The cause for concern including details of any allegations, their sources, timing, and location.
13. The identity and current whereabouts of the suspected/alleged perpetrator.
14. The child's or vulnerable adult's current location, and emotional and physical condition.
15. Whether currently safe, or is in need of immediate protection.
16. The referrer's relationship and knowledge of the child, vulnerable adult, parents/carers, immediate family.
17. Information regarding parental knowledge of, and agreement to, the referral.



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