



## **Safeguarding Policy**

### **Mission Statement**

Sight for Wight (IWSB) recognises its responsibility to ensure a safe environment is provided for all children and young people under the age of 18 (CYP) and vulnerable adults participating in Sight for Wight led events or activities. (Vulnerable Adults are people who are over the age of 18 who are or may be in need of community care services because of age, illness, physical or learning disability or those who may be unable to take care of themselves and unable to protect themselves from harm or exploitation, including those for whom English is an additional language.).

Sight for Wight believes that it is always unacceptable for a child or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all, by a commitment to practices which protects them.

Sight for Wight is committed to ensuring that vulnerable people who use our services are afforded a safe environment and that Sight for Wight working practices minimise the risk of any abuse.

All trustees, staff and volunteers have a specific duty to identify abuse if it occurs and report it.

### **We recognise that:**

- The welfare of the child/young person and vulnerable adult is paramount.
- All adults and children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

### **Aims**

- To provide protection for the children and vulnerable adults who receive services, including the children of adult users.



- To ensure that all Team Members are aware of the need to protect children and vulnerable adults and know how to reduce risks to themselves.
- To ensure that all Team Members are clear about when and how to take action and understand the reporting structure.

The policy will help us deliver our vision and mission and underpins our values:

## **OUR VISION**

A world in which people living with sight loss can access the services they need at local level where and when they need them.

## **OUR MISSION**

To meet the needs of people on the Isle of Wight living with and affected by sight loss.

## **OUR VALUES**

We will develop inclusive partnerships by acting with integrity, instilling trust, being creative and being brave.

## **Scope**

This policy applies to all staff, the Board of Trustees, volunteers, sessional workers, agency staff, students or anyone working on behalf of Sight for Wight.

## **Responsibilities**

Sight for Wight recognises that it has a responsibility to children, young people and vulnerable adults to ensure that they are not exposed to any physical, sexual or emotional harm and to prevent any form of neglect, bullying or discriminatory treatment during any contact with Sight for Wight.

Abuse can take place in any setting, public or private, and can be perpetuated by anyone. Sight for Wight will seek to safeguard children and vulnerable adults by:

- Valuing them, listening to and respecting them.
- Adopting protection guidelines through operational procedures and this code of conduct for staff and volunteers.



- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Sharing information about child protection, adult safeguarding and good practice with children, parents, carers, relatives, staff and volunteers.
- Sharing information about concerns with statutory agencies who need to know, and involving parents, family, carers and children appropriately.
- Providing effective management for staff and volunteers through supervision, support and training.
- Ensuring volunteers are aware of vulnerable people's need for protection.
- Notifying the appropriate agencies if abuse is identified or suspected.
- Wherever appropriate, following national Safer Recruitment Guidelines, which may include arranging Disclosure & Barring Service (DBS) criminal records checks on trustees, staff and volunteers who may have access to or work with children and vulnerable adults.

### **Responsibilities of trustees, staff and volunteers**

- To be familiar with the Children and Vulnerable Adult Safeguarding Policy.
- To participate in appropriate training as requested.
- Sign a form to say they have read and understood this policy.
- To take appropriate action in line with the policy.
- To declare any existing, pending or subsequent criminal convictions.

### **Children and Vulnerable Adults have the right:**

- To be made aware of this policy.
- To have alleged incidents recognised and taken seriously.
- To receive fair and respectful treatment throughout.
- To be involved in any process as appropriate.



- To receive information about the outcome.

## **Support for those who report abuse**

All those making a complaint or allegation or expressing concern, whether they are staff, volunteers, service users, carers, or members of the general public, should be reassured that:

- They will be taken seriously.
- Whilst Sight for Wight will treat service user information confidentially; it will share with other agencies involved in the safeguarding of children, young people and vulnerable adults details of disclosures, complaints & allegations, in the interests of protecting those that access services.

## **Safeguarding Procedures**

The Chief Executive of Sight for Wight is responsible for ensuring all staff, trustees and volunteers comply with the Sight for Wight Safeguarding Policy and the procedures outlined therein.

## **Recruitment – Vetting and Barring Legislation**

All new members of staff, volunteers and trustees where appropriate will be subject to registration and DBS checks.

## **Training**

- Safeguarding awareness training will be provided to new trustees, staff, and volunteers as appropriate to ensure that all have an understanding of what constitutes abuse and neglect and are aware of what steps to take should they become aware of concerns for a child or vulnerable adult.
- All staff, trustees and volunteers in relevant roles will be asked, on an annual basis, to re familiarise themselves with the Sight for Wight Safeguarding Policy and attend at least one Safeguarding training session run at Sight for Wight every three years to update themselves with any new legislation. The Policy will be distributed by the CEO for employees and trustees and by the Volunteers Manager for volunteers. Signed records will be kept to ensure all have



undertaken to read the policy and attend training. These records will be kept on the individual's personnel file.



## **Responsible Adults**

- For the protection of the vulnerable person and Sight for Wight team members, as a general policy Sight for Wight staff, trustees and volunteers do not work alone with an individual Vulnerable Person or small groups. It is preferable that another responsible adult is present at all times. The exception to this is when the Sight for Wight Volunteers Manager undertakes an assessment visit in a service user's home and fully vetted volunteers subsequently undertake home visits to support clients, undertaking tasks agreed following the assessment visit and as defined in their role description.
- Sight for Wight team members must not take responsibility for children, young people or vulnerable adults. A responsible adult (i.e. their parent / guardian / carer / teacher / group leader) must be present at all times during any visits, activities or events held by Sight for Wight.

## **Physical Contact**

Physical contact between Team Members and CYP or Vulnerable Adults is strongly discouraged; except for the purpose of guiding the visually impaired, following the training provided by Sight for Wight for sighted guides /escorts.

## **Disclosure**

- Any allegations against a member of staff, a trustee or volunteers must be reported immediately to either the CEO, Lisa Hollyhead or Trustee designated to Safeguarding; Sue Bungey.
- Any allegation must be recorded on the Safeguarding Form (copy below, see pages 11 & 12) held by the CEO.
- Any allegation will be taken seriously and instantly acted upon by the Chief Executive who will notify immediately the relevant Local Authority Designated Officer and seek their advice as to how to proceed. The point at which the accused will be informed will depend on the allegation and the advice given.



|  |                      |                      |
|--|----------------------|----------------------|
| <b>IoW Council Adult Safeguarding Team</b>               | <b>Office Hours</b>  | <b>01983 814980</b>  |
| <b>IoW Council Adult Safeguarding Team</b>               | <b>Out of Office</b> | <b>01983 821105</b>  |
| <b>IoW Local Authority Designated Officer (Children)</b> | <b>Office Hours</b>  | <b>01983 823434</b>  |
| <b>IoW Council Children's Reception Team</b>             | <b>24 Hours</b>      | <b>0300 300 0117</b> |

- Sight for Wight will keep a clear and comprehensive summary of any allegations made, details of how the allegations were followed up and of any actions taken and decisions reached. All information taken and recorded will be stored in line with data protection procedures.

## **Disclosure Procedure**

What to do if a Vulnerable Person talks to you about abuse or neglect:

- Listen to the Vulnerable Person. DO NOT directly question the Vulnerable Person.
- Give the Vulnerable Person time and attention
- Allow the Vulnerable Person to give a spontaneous account; do not stop a Vulnerable Person who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the Vulnerable Person's presentation as well as what was said. Do not throw this away as it may later be needed as evidence. You should also record the date and time you made the record.
- Use the Vulnerable Person's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared – do not offer false confidentiality.
- Reassure the Vulnerable Person that they have done the right thing in telling you and they have not done anything wrong.



- Tell the Vulnerable Person what you are going to do next and explain that you will need help to keep him/her safe.
- DO NOT ask the Vulnerable Person to repeat their account of events to anyone.

### **If you have a Safeguarding concern you must:**

Share those concerns initially with the person(s) designated for Safeguarding in your organisation (CEO or designated Trustee). If one of those is implicated in your concerns then you should discuss your concerns directly with the Local Authority.

### **The person to speak to is the Duty Social Worker on 0300 300 0117.**

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Social Services or the Police should progress.

At no point, before the investigation into the concerns for the Vulnerable Person is completed, should the person about whom the concerns are held be informed. This may endanger the Vulnerable Person and hamper both the investigation and any subsequent actions that need to be taken. Advice on this should be sought from the Duty Social Worker.

### **Learning Lessons**

At the conclusion of a case in which an allegation is substantiated, IWSB will review the circumstances of the case to determine whether there are any improvements to be made to the organisation's procedures or practices to help prevent similar events in the future.

### **Designated Responsibility For Safeguarding:**

Sight for Wight Chief Executive – Lisa Hollyhead  
Sight for Wight Trustee designated to Safeguarding – Sue Bungey

### **Recognising Abuse**

Abuse is the violation of an individual's civil and human rights by others who have influence over them. Such violations may be intentional or unintentional and may be a single or repeated act(s) over a period of time.





Abuse can take the form of:

- Physical
- Emotional
- Sexual
- Neglect
- Verbal
- Financial
- Discrimination

It can occur in any relationship i.e. family, friend(s) or any other 'outsider', agency, carer, professional etc. Abuse can be of an individual or group of individuals.

## **Definitions**

The following glossary is taken from Working Together 2015 (Children) and the Skills for Care Website.

### ***Physical Abuse***

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a Vulnerable Person.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a Vulnerable Person.

### ***Emotional Abuse***

Emotional abuse is the persistent emotional maltreatment of a Vulnerable Person as to cause severe and persistent adverse effects on the Vulnerable Person's emotional development. It may involve conveying to the Vulnerable Person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on Vulnerable Person.

These may include interactions that are beyond the Vulnerable Person's developmental capability, as well as over protection and limitation of exploration and learning, or preventing the Vulnerable Person participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying,



causing Vulnerable People frequently to feel frightened or in danger, or the exploitation or corruption of Vulnerable People.

Some level of emotional abuse is involved in all types of maltreatment of a Vulnerable Person, though it may occur alone.

### ***Sexual Abuse***

Sexual abuse involves forcing or enticing a Vulnerable Person or young person to take part in sexual activities, including prostitution, whether or not the Vulnerable Person is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving Vulnerable People in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging Vulnerable People to behave in sexually inappropriate ways.

Child sexual exploitation Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

### ***Neglect (other than self-neglect)***



Neglect is the persistent failure to meet a Vulnerable Person’s basic physical and/or psychological needs, likely to result in the serious impairment of the Vulnerable Person’s health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to; provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

**The following table has been taken from Skills for Care Website (Adults) and identifies 10 types of adult abuse, recognised under the Care Act 2014.**

| <b>Type of Abuse</b>  | <b>Signs/Indicators</b>   |
|---|---|
| <p><b>Physical abuse</b> is an individual’s body being injured or hurt due, for example, to assault, hitting, slapping or pushing. It can also be the wrong use of restrictive practices (see below). Examples could be the misuse of medication or using inappropriate restraint such as locking someone in a room, tying them to a chair or using inappropriate physical sanctions.</p> | <p>Injuries that are unexplained or haven’t been treated. There could be a number of injuries of different ages and in different places. Examples include:<br/>           broken bones<br/>           bruises<br/>           unexplained loss of clumps of hair<br/>           bite, burn or scald marks.</p> |
| <p><b>Domestic violence</b> – is any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality. It includes psychological, physical, sexual, financial and emotional abuse, and so-called ‘honour-based’ violence.</p>    | <p>Signs of domestic violence can be any of those relating to the different types of abuse or neglect that can occur in any incident.</p>   |



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| <p><b>Modern slavery</b> – this encompasses slavery, human trafficking, and 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.</p>   | <p>Signs of physical or psychological abuse, being malnourished or unkempt, appearing withdrawn. Rarely being allowed to travel on their own, seemingly under the control and influence of others, rarely interacting or appearing unfamiliar with their neighbourhood or where they work.</p> <p>Having few or no personal belongings or documents.</p> <p>Avoiding eye contact, appearing frightened or hesitant to talk to strangers and law enforcers.</p> |
| <p><b>Financial or material abuse</b> is the use of a person’s funds and belongings without their permission. This could be theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection to wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.</p>   | <p>Bills not being paid.</p> <p>Loss of assets such as a house being sold and the money from the sale disappearing.</p> <p>Expenditure higher than the living conditions suggest.</p> <p>Not having enough food or clothing.</p>   |
| <p><b>Sexual abuse</b> is when a person becomes involved in sexual relationships or activities that they do not want to be involved in. They may have said that they do not want to be involved or they may be unable to give consent. Sexual abuse includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent</p> | <p>Pain, sores and bruising around the inner thighs and genital, anal or breast areas. Bloodstained underwear.</p> <p>Pain and discomfort when walking or sitting.</p> <p>Sexually transmitted infections and pregnancy are indicators for sexual activity and can indicate abuse if the person does not have the capacity to provide consent.</p>   |



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| <p>exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting to.</p>  |  |
| <p><b>Neglect</b> is also known as the ‘omission to act’ or ‘failure to act’. It is a failure to meet the basic needs of the individual. It includes ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services and the withholding of the necessities of life, such as medication, adequate nutrition and heating.</p> | <p>Indicators of neglect by others and of self-neglect are similar. They include:<br/> malnutrition<br/> dehydration<br/> bedsores<br/> dirty clothing and bedding<br/> taking the wrong dosage of medication.</p> |
| <p><b>Self-neglect</b> is a person’s failure or refusal to take care of their own basic needs. Neglecting to care for one’s personal hygiene, health or surroundings can include a wide range of behaviours such as hoarding.</p>  |  |
| <p><b>Psychological abuse</b> results in a person feeling worthless, unloved or uncared for. It includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.</p>                        | <p>Anxiety<br/> Lack of confidence<br/> Low self-esteem<br/> Disturbed sleep.</p>  |
| <p><b>Organisational abuse</b> happens where services provided are focused on the needs of the organisation. For example, not providing choice over meal times or bed times because this is easier for the organisation. It</p>  | <p>Poor care standards<br/> Rigid routines<br/> Lack of staff learning, development and support.</p>   |



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| <p>includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home or in relation to care provided in one's own home. This may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, processes, policies and practices of the organisation.</p>   |  |
| <p><b>Discriminatory abuse</b> refers to an individual or group being treated unequally because of characteristics identified in the Equality Act 2010. It involves ignoring a person's values, beliefs and culture and includes forms of harassment, slurs or similar treatment because of race, sex, gender reassignment, age, disability, sexual orientation, religion or similar belief, marital or civil partnership status, pregnancy or maternity.</p> | <p>Poor service that does not meet the person's needs<br/>Verbal abuse and disrespect<br/>Exclusion of people from activities and/or services.</p> |

## Sight for Wight Code of Conduct

Team members working with children or vulnerable adults should follow this code of conduct.

### You should always:

- Respect the rights, dignity and worth of every individual and treat with equality.
- Ensure that the welfare and safety of children and vulnerable adults is your top priority.
- Be a good role model and display consistently high standards of behaviour.
- Ensure that the activities you are responsible for are appropriate to the age, maturity and ability of children or vulnerable adults as appropriate.



- Bear in mind that children and vulnerable adults may have complicated and/or traumatic backgrounds, which could make them sensitive to certain issues.
- Recognise individual's contributions and give positive, constructive feedback.
- Remember that someone else might misinterpret your words or actions, no matter how well intentioned.
- Take disclosures seriously and report them in writing as fully as possible.

### **You should never:**

- Be alone with children or vulnerable adults.
- Have physical contact or get very close to children or vulnerable adults without checking with a responsible person and explaining what you are doing.
- Take children or vulnerable adults to the toilet.
- Give lifts in your car to children or vulnerable adults, unless accompanied by a responsible adult.
- Use actions or language that may cause a child or vulnerable adult to lose self-esteem or confidence.
- Make sexually suggestive comments to a child or vulnerable adult, even in fun.
- Do things of a personal nature that a child or vulnerable adult can do for him/herself.
- Allow allegations of abuse made by a child or vulnerable adult to go unrecorded or not acted upon.

### **Statement of Policy**

Sight for Wight aims to support an environment in which all children, young people and adults have a right to participate in a safe environment.

In order to promote the enjoyment and protection of both Sight for Wight Service Users and Sight for Wight Team Members, we will ensure that:

- Team members are carefully selected, reference checked and, where appropriate DBS vetted.



- Team members are given appropriate training in Safeguarding.
- All reasonable steps are taken to ensure the health, safety and welfare of any child, young person or vulnerable adult in contact with Sight for Wight.
- All reasonable steps will be taken to safeguard children, young people or vulnerable adults from physical, emotional or sexual abuse whilst participating in Sight for Wight led or hosted events or activities.
- Any evidence or reasonable suspicion that a child, young person or vulnerable adult visiting Sight for Wight or participating in Sight for Wight led events or activities, has been physically, emotionally, sexually abused or neglected is reported to the Chief Executive or Trustee designated for Safeguarding.

This policy extends to all Team Members, i.e. employees, volunteers, trustees and other people working on behalf of Sight for Wight, including consultants and contractors.

**Signed on behalf of Sight for Wight**

**Sue Bungey**

**Chairman of Trustees - Updated September 2021**

**This policy will be reviewed annually**





## SIGHT FOR WIGHT SAFEGUARDING FORM

To be completed in all cases in the event of an allegation or complaint of Vulnerable Person abuse. Details will be strictly confidential and only be accessed by necessary persons, including Social Services and/or police as appropriate.

|  |                       |
|--|-----------------------|
| <b>Name of Vulnerable Person:</b>  |                       |
| <b>Parent/Carer:</b>   |                       |
| <b>Address:</b>  |                       |
| <b>Postcode:</b>   |                       |
| <b>Telephone:</b>  |                       |
| <b>Mobile No.</b>  |                       |
| <b>Time and date of alleged incident</b>   |                       |
| <b>Record of who was concerned</b>   |                       |
| <b>What is said to have happened</b>   |                       |
| <b>What was seen and by whom</b>   |                       |
| <b>Description of any physical evidence; e.g. bruising, bleeding, changed behaviour.</b>               |                       |
| <b>What was said by those involved?</b>  |                       |
| <b>Vulnerable Person's description of what took place (using the words the Vulnerable Person uses)</b> |                       |
| <b>Who has been informed/notified</b>  | <b>Time and Date?</b> |
|  |                       |
|  |                       |
| <b>Parents/carers been advised?</b>  | <b>Yes</b> <b>No</b>  |
|  |                       |
| <b>Person completing form</b>  |                       |
| <b>Signature, time &amp; date</b>  |                       |
| <b>Outcome</b>   |                       |
|  |                       |