

Team Domenica Safeguarding Policy

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Associated Documents

- *Admissions, Attendance and End of Placements Policy*
- *Charity Ethos Statement*
- *Complaints Policy*
- *Curriculum Policy (Including RSHE)*
- *Emergency Evacuation Policy*
- *Equality, Diversity & Inclusion Policy*
- *First Aid Policy*
- *Health and Safety & Fire Safety Policy*
- *Mental Capacity Policy*
- *Online Safety Policy*
- *Promotion of Positive Behaviour and Relationships*
- *Prevention of Radicalisation & Extremism Policy*
- *Safer Recruitment Policy*
- *Staff Code of Conduct*
- *Whistleblowing Policy*

Legislation and Guidance

Please note that this is intended to provide useful links to relevant guidance and legislation. It is not an exhaustive list:

- [The Care Act 2014](#)
- [Care Standards Act 2000](#)
- [The Children Act 1989 & 2004](#)
- [Education Act 2011](#)
- [The Equality Act 2010](#)
- [Guidance Issued Under Section 175/157 of the Education Act 2002](#)
- [The Human Rights Act 1998](#)
- [Keeping Children Safe in Education 2023](#)
- [Mental Capacity Act 2005](#)
- [Pan Sussex Procedures for Safeguarding Adults](#)
- [Prevent Duty](#)
- [Protection of Freedoms Act 2012](#)
- [Safeguarding Vulnerable Groups Act 2006](#)
- [The Sexual Offences Act 2003](#)
- [Working Together to Safeguard Children \(Department for Children, Schools and Families 2015\)](#)
- [United Nations Convention on the Rights of the Child 1989](#)

Team Domenica is a social enterprise charity. Our vision is for people with learning disabilities to be valued in the workplace, to reach their full potential and be included as members of society.

Team Domenica is a company limited by guarantee and a charity registered in England and Wales. Registered address: 5-7 Preston Road, Brighton, BN1 4QE | Charity no: 1165494 | Company no: 9862696
www.teamdomenica.com

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Introduction

All those working at Team Domenica, including trustees, senior managers, teachers, mentors and café staff, are committed to a robust culture of safeguarding that moves our candidates to greater autonomy, independence and participation in work and community and upholds the rights of all adults to live a life free from harm, abuse, exploitation and neglect, through a detailed understanding of managed risk, personal capacity and an thoroughly embedded awareness of how to respond to any situation that may cause harm to any adult in our care.

The following policy has been developed by the Senior Leadership Team (SLT) and has been adopted by the board of trustees.

Employees and volunteers should be aware that a failure to comply with the following Safeguarding Policy could result in disciplinary action including dismissal. People who abuse vulnerable adults may also face criminal proceedings.

Committed to a robust culture of safeguarding that moves our candidates to greater autonomy, independence and participation in work and community...

... upholds the rights of all adults to live a life free from harm, abuse, exploitation and neglect, through a detailed understanding of managed risk, personal capacity ...

... thoroughly embedded awareness of how to respond to any situation that may cause harm to any adult in our care.

The Aims, Purpose and Scope of This Policy

Team Domenica believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

Team Domenica is 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.

Team Domenica acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all adults involved.

Team Domenica recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

Team Domenica recognises that there is a legal framework to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

This policy applies to anyone representing Team Domenica, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, contractors, agency staff, work placement providers and candidates themselves.

The purpose of this policy is to protect from harm the adults who may be at risk (referred to throughout this policy as 'Candidates') who receive Team Domenica's services.

This policy sets out to provide candidates, staff, parents/carers, volunteers, contractors and work placement providers with both the overarching principles that guide our approach to safeguarding candidates and to promote their physical and emotional wellbeing, and specific procedures that will be followed in response to concerns. It is to be used alongside our wider suite of specific policies as necessary.



The Aims, Purpose and Scope of This Policy

The policy is based on the following principles:

- Team Domenica is committed to creating a culture of zero-tolerance of harm to adults which necessitates: the recognition of adults who may be at risk and the circumstances which may increase risk; knowing how adult abuse, exploitation or neglect manifests itself; and being willing to report and respond to safeguarding concerns in a sensitive but confident manner.
- That while our candidates are young adults, they are likely to have additional risk factors when compared to other adults because of the impact of previous experiences, their level of dependency, their learning disabilities and/or communication needs and/or other issues.
- That our candidates have an equal right to protection from all types of harm and abuse, regardless of age, disability, race, religion or belief, sex, or sexual orientation.
- That no candidate should come to harm while working with Team Domenica and that everyone at Team Domenica can play a part in reducing the risk of harm across the wider lives of candidates
- That the provision at Team Domenica can provide a significant opportunity to teach the essential skills and knowledge necessary for candidates to make safe choices for themselves and feel empowered to do so. Our intention is that through experience and direct teaching, our candidates become full participants in our safeguarding culture
- That an open and secure approach to information sharing and partnership work, with candidates, their parents, carers, colleagues and other professionals is central to the prevention of harm.



The Team Domenica Safeguarding Team

All adults and professionals and volunteers working for or on behalf of Team Domenica, including candidates themselves, have a responsibility to safeguard Team Domenica candidates and promote their welfare.

Those with overarching responsibility for safeguarding are:

DSL(Designated Safeguarding Lead)

Deborah Rayner- Gray | deborah@teamdomenica.com | (01273) 681111

DSL (Designated Safeguarding Lead)

Sara Fletcher | sara@teamdomenica.com | (01273) 681111

Alerting Managers (01273) 681111

- Kate Payne kate@teamdomenica.com
- Becky Chan becky@teamdomenica.com
- Bekki Lindores bekki@teamdomenica.com
- Amanda Thomson AmandaT@teamdomenica.com

Programme and Strategy Director

Lisa Campbell-Squires | lisa@teamdomenica.com | (01273) 681111

Safeguarding Trustee | Lalli Howell | lalli@teamdomenica.com

The safeguarding team meet monthly to look at safeguarding provision across the whole organisation, identify patterns and trends of concern, respond to arising issues and consider more complex incidents.

Information about who can be contacted about safeguarding concerns can be found around the Team Domenica sites and is described in the appendix - 'Procedure for responding to a Safeguarding Concern - on page 18 of this policy.

The role of the Safeguarding Team as a whole is to:

- Discuss referrals made to the Safeguarding Team at Safeguarding Team meetings held in term time.
- Ensure safeguarding procedures are in place and updated as needed.
- Ensure all staff remain aware of the safeguarding policy & procedures.
- Be available to provide advice/support to staff and for staff to discuss concerns with.
- Be available to provide support to candidates as needed.
- Liaise with Social Care Services in accordance with Pan-Sussex procedures concerning vulnerable candidates.
- Attend and/or contribute to Strategy Meetings/Case Conferences.
- Keep records of any concerns/suspected cases of abuse/referrals on My Concern.
- Co-ordinate arrangements for monitoring of specific candidates on roll who have been identified as needing protection
- Deliver Induction and refresher training for all staff to ensure that the staff who work with candidates undertake appropriate training to equip them to carry out their Safeguarding responsibilities.
- Help prepare trustee reports reviewing arrangements for safeguarding and promoting the welfare of candidates and support the implementation of any action plan from this review.
- Review relevant policies when required to do so.

Responding to, Reporting and Recording a Safeguarding Concern (including Whistleblowing)

The mechanism for reporting and recording all safeguarding concerns, other than the exceptions listed below is via MyConcern - an online portal for the secure sharing of information that alerts the safeguarding team of reports and updates and allows them to note actions and responses made.

A comprehensive record on MyConcern ensures that not only are individual incidents and concerns noted but that patterns of behaviour, incidents or concerns can be noted, analysed and responded to appropriately. It is the current approach of Team Domenica that all staff have access to MyConcern throughout their working time, and this may include using password protected personal devices.

Team Domenica has a dedicated phone line, monitored during office hours, providing an alternative route to sharing concerns.

In this policy the term “concern” is used to mean any incident, allegation, observation disclosure or report that a candidate is, or maybe at risk of harm through any of the types of behaviours or contexts listed in the subsequent sections, or by other means not listed but which cause a reasonable adult to be worried about the welfare of the individual.

Responding to a concern that a candidate might have been harmed or is at risk of harm.

Unfortunately, on a national level, it can take many disclosures or incidents of concern before an effective response is made. It is the intention of this policy that such barriers are reduced. When a member of staff observes or is informed of a concern that is **not an immediate risk and does not involve a criminal act** then a report is made via MyConcern, and if necessary, a phone call made to the safeguarding team. A number of considerations must be made by the staff member in this moment:

- i. **Involvement, agreement and consent of the candidate** - It is best practice that candidates are always informed of reports written about them and their agreement sought, If this can be discussed in the moment in a safe, contained manner it should be done, however if this is not possible it should be noted on the report so the safeguarding team can ensure an appropriate response is planned. Many learners will have specific communication needs which are described in full in their Education, Health and Care Plan (EHCP) and summarized on individual All About Me forms which are available in all settings. If a candidate’s communication needs are likely to impair their capacity to raise concerns this must be considered on their risk assessment.
- ii. **Confidentiality** - concerns must not be discussed with other candidates, staff members or other people until the safeguarding team have determined a response. Conversations with the candidate should be done as discreetly as possible. Candidates should never be promised confidentiality or the holding of “secrets” and must be assured that information sharing will be in their interests and only with key people. Particular consideration must be given to what information is communicated to families and carers. While family and / or carers can be essential partners in safeguarding they should not be contacted until agreement has been sought from the candidate, and this recorded on MyConcern. However, if the risk of harm may be raised by not communicating the concern the decision to contact the family of carer may be made by a member of the safeguarding team, and their rationale for this noted on MyConcern.
- iii. **The preservation of information and evidence** - If handwritten notes are taken at any point they must be signed and dated and given to the safeguarding team for safe storage. Individual adults should not take photographs of any injuries on personal devices but , if it is safe and appropriate for them to view these should include a description in their report.
- iv. **The content and tone of the discussion** - Adults should follow the tips given by the NSPCC on the following page.

Responding to, Reporting and Recording a Safeguarding Concern (including Whistleblowing)

Tips given by the NSPCC on content and tone of the discussion:

Show you care, create an open forum and let them know what is being said is important

Give your full attention to the young person and keep your body language open and encouraging. Be compassionate, be understanding and reassure them their feelings are important.

Take your time, slow down

Respect pauses and don't interrupt— let them go at their own pace. Recognise and respond to their body language. And remember that it may take several conversations for them to share fully what's happened to them.

Show you understand, reflect back

Make it clear you're interested in what you are being told. Reflect back what they've said to check your understanding – and use their language to show it's their experience. Do not make value judgements about the situation or the people involved.

The safeguarding team are also able to support any adult who feels upset or worried about what they have heard or witnessed, and good self-care is essential for all involved in a safeguarding situation. All staff should be ready to seek this support if necessary.

Recording Concerns

All safeguarding reports must be made on the day of the incident or concern and before 4.30pm. Staff members must complete their duty to report before leaving any Team Domenica site or work placement for the day.

The reports on MyConcern and other records taken could be shared with other agencies, with candidates and/or their families or carers and could be used in legal or formal proceedings now or in the future.

Reports must be respectful, factual, clear and concise with no subjective content, value judgement or interpretations. The language used by the candidate should be reported directly and noted as so. Important information such as times, dates, the names and roles of those involved and locations of incidents must be included.

The unavailability of MyConcern at any time must not be a barrier to high quality report writing and, if necessary, handwritten or emailed accounts must also follow these principles.

The Safeguarding Telephone Line can be used to make immediate alerts, discuss more complex issues and to access support and guidance. This line is available during the Team Domenica working day on 01273 056807.

Responding to, Reporting and Recording a Safeguarding Concern (including Whistleblowing)

Exceptional Circumstances

Immediate Harm - If a member of staff believes a candidate is at risk of immediate harm from another, from their own behavior or from environmental factors then this must be resolved before further reporting is undertaken. This may be removing the candidate from a situation, calling emergency services or asking colleagues for support or advise.

Criminal Activity - If criminal activity is suspected the police must be informed. This may need to be by the adult dealing with the safeguarding concern or it may necessitate the support of others if withdrawing direct supervision of candidates creates a higher risk.

Concerns around a colleague - If the safeguarding concerns involve a member of staff who works for Team Domenica in any capacity, then there may need to be variations to the above. If an allegation of harm is made against a member of staff the following applies:

- In most cases adults should not record an allegation made against them, where possible a colleague should record the concern
- If the adult is lone working or working off site with a candidate in the workplace, they should take initial notes and contact a member of the safeguarding team immediately it is safe to do so
- Adults may have low level concerns about the practice of colleges-these will be situations where no harm is evident but conduct and behaviour falls below the expected standard. All staff must feel able to discuss this with their line manager and line managers will refer incidents or patterns of incidents to the safeguarding team.
- If an allegation is made against one of the safeguarding leads or the Chief Operating Officer, this must be reported to The Programme and Strategy Director
- If the allegation or concern is about the Programme and Strategy Director then the procedure is to alert the Founder and Chair of Trustees, Rosa Monkton, who is available at rosa@teamdomenica.com. She will take advice from relevant parties and, if necessary, allocate the management of the situation to a suitably trained member of the Senior Leadership Team.

A one-page summary sheet of reporting procedures is available on page 18 in the appendix of this policy, and all staff should familiarise themselves with it and take responsibility for it being visible and accessible in their workplace.

Responding to, Reporting and Recording a Safeguarding Concern (including Whistleblowing)

Dedicated Phone Line

Team Domenic has a dedicated phone line for those who are unable to disclose face-to-face or via text. It is monitored by the Safeguarding Leads between 9am and 5pm Monday to Friday in term time:



01273 056807

There is also a safeguarding email monitored by the safeguarding leads for use by staff if MyConcern is unavailable for any reason:



safeguarding@teamdomenica.com

Responding to, Reporting and Recording a Safeguarding Concern (including Whistleblowing)

Whistleblowing

Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work.

This may include:

- Criminal activity, (for example, fraud, corruption or theft has been or is likely to be committed)
- Miscarriages of justice.
- Danger to health and safety to staff and/or learners.
- Damage to the environment.
- Failure to comply with any legal or professional obligation or regulatory requirements.
- Bribery.
- Financial fraud or mismanagement.
- Negligence.
- Breach of our internal policies and procedures.
- Conduct likely to damage our reputation.
- Unauthorised disclosure of confidential information.
- Where a learner is or an individual suspects a learner is at risk of harm or may have been harmed.
- The deliberate concealment of any of the above matters.

Individuals should initially raise any concerns with their line manager. They will be able to agree a way of resolving many concerns quickly and effectively. In some cases, they may refer the matter to the Programme Director, Chairman or board of Trustees.

However, everybody working for and with Team Domenica has a duty to escalate concerns if they feel that candidates are at risk of harm, and this is not being addressed by the organisation in a way proportionate to that risk

There are agencies external to Team Domenica to whom staff members can whistle blow. When this is done with good intention their employment status can be protected. These agencies are listed in the appendix under Key Contacts on page 19 of this policy.

West Sussex County Council

Raise a safeguarding concern using the [online form](#) or contact the Adults' Care Point on 01243 642121
For out of hours contact 0300 222 7007
Email adults.carepoint@westsussex.gov.uk

East Sussex County Council

Raise a concern using the [online form](#) or contact Health and Social Care Connect on 0345 60 80 191
For out of hours contact 0345 60 80 191 and select menu option 2
Email [Health and Social Care Connect](#)

Brighton and Hove City Council

Raise a concern using the online form or email Health and Adult Social Care's Safeguarding Hub at hascsafeguardinghub@brighton-hove.gov.uk
If you have concerns that someone may have care and support needs contact the Access Point on 01273 295555 or email accesspoint@brighton-hove.gov.uk

Being involved in a safeguarding situation can affect individuals and if any member of staff, paid or voluntary, feels a situation has or could upset or concerned them then they should seek support from their manager or from the Human Resources Team.

Responding to, Reporting and Recording a Safeguarding Concern (including Whistleblowing)

Categories of Abuse

Abuse is the deliberate act of harm from one adult, group of adults, organisation or, on specific certain occasions children towards another person, a significant aspect of safeguarding work involves either deterring those who deliberately intend harm, preventing abuse from occurring or abusive environments developing, correcting abuse that is happening without direct intention but with harmful impact, empowering and educating individuals to make healthier and safer choices and intervening to stop abuse that is occurring. This means that there can never be a definitive list of what might be abusive or harmful to an individual and all those employed at Team Domenica must be alert, open and working in the best interest of individuals by discussing all concerns whether they are listed here or not. All staff must be aware that acts of abuse, exploitation and harm may be carried out by:

- A spouse, partner or family member
- Neighbours or residents
- Friends, acquaintances or strangers
- People who deliberately exploit adults they perceive as vulnerable
- Paid staff, professionals or volunteers providing care and support

It is the direct intention of this policy to inform all staff that the behaviors listed below are harmful and must be reported via the procedures outlined in the policy.

Types of Abuse

Physical	Sexual
Financial	Neglect
Self-neglect	Psychological or emotional
Discriminatory	Modern Slavery
Domestic Violence	Organisational

These types of Abuse are described fully on the following page.

Responding to, Reporting and Recording a Safeguarding Concern (including Whistleblowing)

Abuse type	Behaviour includes
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	an adult 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 an adult's money or belongings, fraud, postal or internet scams tricking adults out of money, or pressuring an adult into making decisions about their financial affairs, including decisions involving wills and property.
Neglect	not meeting an adult's physical, medical or emotional needs, either deliberately, or by failing to understand these. It includes ignoring an adult's needs, or 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).
Psychological or 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	an adult 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 Safeguarding Policy & Procedure Page 26 of 62 violence, being forced to marry or undergo genital mutilation.
Organisational	neglect and providing poor care in a care setting such as a hospital or care home, or in an adult's own home. This may be a one-off incident, repeated incidents or on-going ill-treatment. It could be due to neglect or poor care because of the arrangements, processes and practices in an organisation.

Safeguarding Contexts

The Pan-Sussex Safeguarding Adults guidance lists the following specific contextual safeguarding risks for vulnerable adults, which have specific legislation, guidance and/or reporting procedures outlined in guidance. It is essential that all staff are aware of these, where to seek further advice and information, how to educate and empower candidates to safeguarding themselves, and the controls in place to protect candidates against them. All staff and volunteers at Team Domenica need to be aware that while some of these contexts are highly specific, many can arise in any of the four following situations.

Learning and working within Team Domenica

Robust safer recruitment processes and an open, vigilant culture of monitoring and oversight should combine to deter anyone who deliberately wishes to harm candidates. However, there must never be complacency about the potential for this to happen. In addition, there are contexts when practice can, without supervision, support and challenge can become coercive, exploitative or abusive. This policy outlines the specific procedures for the reporting of concerns arising from the actions of staff and the relationships between staff and candidates.

Individual behaviour and peer relationships

Candidates at Team Domenica are likely to have diagnosis of cognitive or neuro-diverse conditions that may inhibit some or all the skills that they need to keep themselves safe, including the capacity to learn from experience. In addition, such conditions or the related social and emotional environments in which they have lived (i.e., less independence or community interaction, interrupted educational opportunities) may mean that their personal risk management skills are lower than that of many people of the same age. This means that if relationships between peers become unsafe, and harm is likely to one or more people candidates need effective support to stop this in such a way that does not cause further or related harm. A deep understanding of the needs of learners, well organized and accessible personal and social education and effective, empowering risk assessments are in place to mitigate against risk but if harm occurs, or is persistent, or crimes against individuals suspected additional support, up to and including the end of placement may be considered.

Supported Internships, work experience, job placements and /or visitors to Team Domenica

Candidates at Team Domenica interact with a large number of people-from the general public in the café settings to co-workers in job settings. This is absolutely necessary if the core aims of Team Domenica are to be met and candidates take up meaningful, fulfilling and independent places in our community. To reduce the risk of exploitation and abuse where possible Team Domenica informs partner organisations of their responsibilities, thoroughly risk assesses the capacity of each individual to manage such risks and teaches specific strategies for safer choices. Overarching this is an expectation of vigilance and information sharing by all employees as set out in this policy.

Concerns arising from outside Team Domenica

A number of the contextual risks listed below such as hate crimes, sexual exploitation and/or harassment are potential risks in all of the above situations, however others are much more likely to occur within the home or social lives that candidates experience outside of Team Domenica. It is essential that all staff are alert to signs that these may be occurring or that the candidate is at risk of this and report accordingly so that the safeguarding team can carry out the necessary checks, including contacting other agencies as appropriate.

Specific Contextual Safeguarding Risks

Controlling or coercive behaviour is a range of acts designed to make a person subordinate and / or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour. Section 76 of the Serious Crime Act 2015 has created an offence in relation to coercive control within domestic abuse and sets out the importance of recognising the harm and cumulative impact on the victim caused by these patterns of behaviour.

Hate Crime is defined as any crime that is perceived by the victim, or any other person, to be racist, homophobic, transphobic or due to a person's religion, belief, gender identity or disability. It should be noted that this definition is based on the perception of the victim or anyone else and is not reliant on evidence. Such incidents may constitute a criminal offence.

County Lines is the police term for groups who are supplying drugs to suburban areas and market and coastal towns using dedicated mobile phone lines or "deal lines". It can involve child criminal exploitation and using adults who are vulnerable to move drugs and money. Groups establish a base in the market location, typically by taking over the homes of local adults by force or coercion in a practice referred to as 'cuckooing'. The Home Office County Lines guidance describes County Lines as a major, cross-cutting issue involving drugs, violence, safeguarding, criminal and sexual exploitation, modern slavery, and missing persons. The response to tackle this activity involves the police, the National Crime Agency, a wide range of government departments, local government agencies, voluntary and community organisations and groups. County Lines activity and the associated violence, drug dealing, and exploitation have a devastating impact on young people, adults at risk of exploitation and local communities.

Stalking and Harassment: Stalking refers to unwanted, persistent or obsessive attention by an individual or group towards another person causing fear, anxiety, emotional or psychological distress to the victim. Harassment can include repeated attempts to impose unwanted communications and contact upon a victim in a manner which causes fear or distress to the victim. Stalking and harassment behaviours may include nuisance telephone calls, sending excessive emails, regularly sending gifts, following the person or spying on them and making death threats. The Protection from Harassment Act 1997 makes stalking a specific offence.

Cuckooing is a form of crime in which drug dealers take over the home of a vulnerable person in order to use it as a base for criminal activity. Organised criminal groups are increasingly targeting adults with care and support needs in this way, and the level of coercion and control involved with cuckooing often leaves the victims with little choice but to cooperate with the perpetrators.

Extremism and Radicalisation - Young people with additional needs, especially young men with an autistic spectrum condition are at particular risk of being radicalised into extremist ideology and action. This can put themselves and others at risk of harm. A fuller statement is included as an appendix to this policy.

Continued on the following page.

Specific Contextual Safeguarding Risks

'Honour'- based violence is a crime or incident which may have been committed to protect or defend the perceived 'honour' of the family and / or community. Women are predominantly (but not exclusively) the victims, and the violence is often committed with a degree of collusion from family members and / or the community. Many victims are so isolated and controlled that they are unable to contact the police or other organisations.

Forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties' consent to the assistance of their parents or a third party in identifying a spouse. Forced marriage can be a particular risk for people with learning disabilities and people lacking capacity.

Female genital mutilation (FGM) involves procedures that include the partial or total removal of the external female genital organs for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The age at which girls undergo FGM varies enormously according to the community. The procedure may be carried out when the girl is first born, during childhood or adolescence, just before marriage or during the first pregnancy. FGM constitutes a form of abuse and violence against women and girls. In England and Wales, the practice is illegal under the Female Genital Mutilation Act 2003.

Sexual Exploitation involves exploitative situations, contexts, and relationships where adults at risk (or a third person or persons) receive 'something' (e.g., food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. It affects men as well as women. People who are sexually exploited do not always perceive that they are being exploited. Those exploiting the adult have power over them such as by virtue of their age, gender, physical strength, and economic or other resources. There is a distinct inequality in the relationship.

Extremism by Radicalisation: Prevent is a key part of the government's counterterrorism strategy. Its aim is to stop people becoming terrorists, or supporting terrorism, including preventing the exploitation of susceptible people who are at risk of being drawn into violent extremism by radicalisation. As of November 2022 Team Domenica is reviewing its risk assessment, policies and procedure in this area. A statement summarising our duties is an appendix to this policy.

Sexual violence and sexual harassment is adult sexual abuse involving any contact or noncontact sexual activity that happens without consent or understanding, or with forced consent. It includes sexual violence such as rape, date rape, attempted rape, groping or forced kissing. As of November 2022 Team Domenica is developing its risk assessment, policies and procedure in this area.

Peer on Peer Abuse or Abuse by children: If a young person, child or children is / are causing harm to a peer or an adult, this should be dealt with under the safeguarding adults' policy and procedures. If children are involved, whether as the perpetrator or the victim, this will also need to involve the local authority Children's Services.

Mental Capacity, Consent and Best Interests

A key issue in the protection of Adults at Risk is one of consent. Adults at Risk have a fundamental right to decide how they live their life and with whom they live. A person who is able to make decisions for their self is entitled to refuse protection. However, if the person lacks mental capacity to make this decision or there is an overriding public interest, (e.g., other Adults at Risk are at risk) the need for referral should be considered. Wherever possible, the Adult at Risk should be informed that a referral will be made and the reason for this. Where there is an issue of whether the candidate is able to give consent, a Best Interest Meeting needs to be arranged as soon as possible so that all decisions are made in the best interest of the candidate.

Members of the Best Interest group may include:

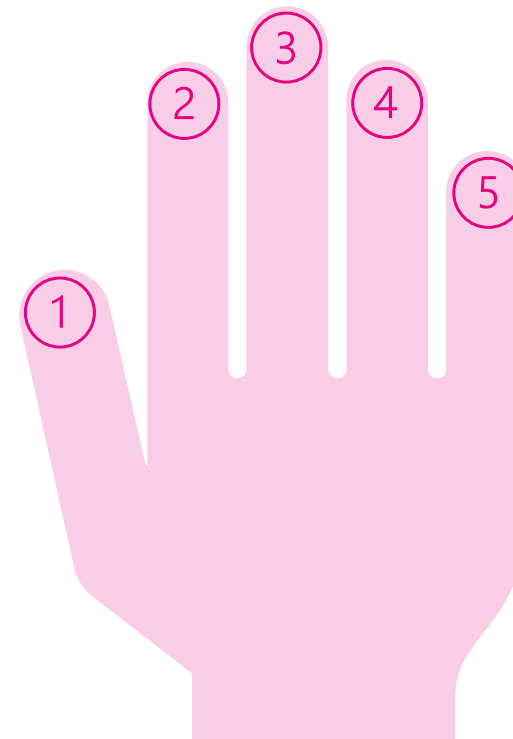
- Designated (or Deputy) Safeguarding Lead
- Candidate
- Candidate's Social Worker
- Parents/Carers
- Relevant medical professional

The Mental Capacity Act 2005 is underpinned by a set of five key principles:

- 1. A presumption of capacity** - every adult has the right to make his or her own decisions and must be assumed to have capacity to do so unless it is proved otherwise.
- 2. The right for individuals to be supported to make their own decisions** – people must be given all appropriate help before anyone concludes that they cannot make their own decisions.
- 3. That individuals must retain the right to make what might be seen as eccentric or unwise decisions.**
- 4. Best interests** - anything done for or on behalf of people without capacity must be in their best interests.
- 5. Least restrictive intervention** – anything done for, or on behalf of people without capacity, should be the least restrictive of their basic rights and freedoms

Team Domenica will act as if all candidates have capacity until such a time as relevant professionals assess otherwise. On occasion, candidates are admitted to Team Domenica with a partial or specific restriction on their capacity and this will be reflected in the individual risk assessment written by the Pastoral Lead.

Find the [Team Domenica Mental Capacity Policy here](#).



Training for Safeguarding

Team Domenica provides a comprehensive suite of training opportunities for all staff; made specific for the role they undertake.

Each employee is required to undertake a two-stage safeguarding training plan before commencing work in the organisation. This is made up of the EduCare Introduction to Safeguarding Adults online course and is underpinned by a face-to-face session delivered by the Safeguarding Leads. This session includes instruction in the use of MyConcern. Specific team meetings are used to discuss arising practice issues and at least annually there will be a face-to-face refresher of policy and procedure made available to the whole team.

EduCare is also used for further contextual safeguarding training, such as regular updating of Prevent and Female Genital Mutilation courses and needs that may arise from practice, and specific risks.

Training for the designated leads is sourced from suitable national bodies (such as the NSPCC) and refreshed with national, local and contextual inputs.










Appendices

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Appendices Procedure for responding to a Safeguarding Concern

<p>Has a crime been committed or is it in progress? Yes - call the police if a crime is in progress No - follow the steps below</p>	<p>Has an allegation been made against you? Yes - Ask a college to manage to concern and contact the safeguarding team No - follow the steps below</p>	<p>Has an allegation been made against a member of the safeguarding team? Yes – Follow the steps on page 8 of this policy No - follow the steps below</p>	<p>Is there an immediate risk? Yes - Take steps to manage the risk, consider removing candidate/s from a setting, support from head office and/or the support of emergency services No - follow the steps below</p>
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-  **Step 1:** Appropriately reassure the person about whom the concern has been raised or noted, inform them of steps being taken and what could happen next. If this is not possible move to Step 2 without delay.
-
-  **Step 2:** Write a clear factual account of what has happened on MyConcern. This will automatically alert the safeguarding team:
DSL Deborah Rayner-Grey deborah@teamdomenica.com / **DSL** Sara Fletcher sara@teamdomenica.com
Programme and Strategy Director Lisa Campbell Squires lisa@teamdomenica.com and **Alerting Managers** Kate Payne kate@teamdomenica.com
Becky Chan becky@teamdomenica.com, Bekki Lindores bekki@teamdomenica.com and Amanda Thomson AmandaT@teamdomenica.com
-
-  **Step 3:** If MyConcern is not available, any of the exceptional circumstances above apply or you have any further concerns about safeguarding the candidate/s call the Safeguarding Telephone Line on 01273 056807.
-
-  **Step 4:** The safeguarding team will investigate the report and decide on appropriate actions.
-
-  **Step 5:** The safeguarding team may need to contact you for further information. If you receive further information after your initial report, then this must be recorded and shared.
-
-  **Step 6:** Do not discuss the concern with others unless requested to do so by the safeguarding team.
-
-  **Step 7:** If you have been personally affected by a safeguarding situation, seek support from your manager.

Appendices Key Contacts

Emergency 999

Sussex Police Non-Emergency 101

NHS Non-Emergency (24hr) 111

Brighton & Hove SAB (Safeguarding Adults Board): hascsafeguardinghub@brighton-hove.gov.uk
BHCC Adult Social Care Access Point Team: 01273 295 555 or email accesspoint@brighton-hove.gov.uk

Public Concern at Work (to report suspected workplace malpractice): 020 3117 2520
or [Contact Protect Advice Line](#)

East Sussex SPoA (Single Point of Access): 01323 464222 or 0-18.spo@eastsussex.gov.uk
East Sussex Adult Social Care: 0345 60 80 191 (for out of hours 0345 60 80 191 select menu option 2)

Carers Direct National Helpline Freephone:
0300 123 1053

West Sussex Adult Social Care: 01403 229900
West Sussex Adult Social Care urgent referrals: 0330 222 7007 or 0330 222 28400 (professionals only)

Brighton & Hove Speak Out: 01273 421921

St John's Senior Safeguarding Lead: Ellie Crosthwaite: elliecrosthwaite@st-johns.co.uk

NSPCC: 020 7825 2505
Worried about a child? Call 080 880 5000
help@nspcc.org.uk

BHCC Children's Services: 01273 290400
Front Door for Families (for concerns around under 18s): 01273 335059 (out of hours)

Childline: 0800 1111

Healthwatch Brighton & Hove Helpline: 01273 234040

Mind in Brighton & Hove: 01273 666950

National Domestic Violence Helpline (24h) Freephone: 0808 2000 247

Samaritans: 116 123

You have a professional responsibility to stay updated with the safeguarding policy, relevant training and on how to use MyConcern.
