

Kingswood Young Homeless Project

71 High St, Kingswood, Bristol, BS15 4AD Tel: 0117 9352881 Fax: 0117 9077370
E-Mail: kyhp@kyhp.co.uk web www.kyhp.co.uk Charity No: 298777 Reg'd Co Number: 2060534

PROTECTION FROM ABUSE

1. GENERAL

- 1.1 Abuse is the exploitation of one person by another against their will. Abuse can be physical, sexual, financial or material or psychological and it includes acts of neglect or omission. It is therefore important that incidents are reported to staff or by staff so that they can be dealt with. It is also important that staff are proactive in identifying abuse as many people, especially vulnerable young people, will lack confidence in reporting or making complaints about behaviour that is abusive.
- 1.2 KYHP aims to report any abuse appropriately both internally and, where appropriate, by involving the police or social services.

2. RESPONSIBILITIES OF STAFF AND MEMBERS

- 2.1 Protection from abuse is the responsibility of all members of staff and members of the management committee. The chair of the Management Committee has particular responsibility:
 - a To ensure that these procedures are kept up to date.
 - b To supervise complaints of abuse.
 - c To advise the manager and staff on the implementation of the Protection from Abuse procedure.
 - d To keep a log detailing any investigations, outcomes and any action taken.
- 2.3 It is the particular responsibility of the manager to ensure that staff are made aware of this policy through induction and training.
- 2.4 All staff will be police checked (with the Criminal Records Bureau) and it is the policy of KYHP that workers with relevant criminal conviction will not be employed. Due to its work with young people KYHP is exempt from the Rehabilitation of offenders act 1974.
- 2.5 Residents and young people should be made aware of KYHP's policy on Protection from Abuse and their right to make complaints under this policy. Young people should have access to this policy either through a handbook or an accessible set of procedures. In line with the Equal Opportunities procedure this policy should be made accessible to people with disabilities.
- 2.6 All staff will received training in Child Protection sand Safeguarding Adults which is normally accessed through South Glos. Council.. This training will be renewed every 4 years.

3. CHILDREN

- 3.1 While all the residents of KYHP are 16yrs or more it might be that from time to time children under 16 will come onto the premises. KYHP is aware that children need special Protection from Abuse and where children do come onto the premises will take appropriate steps to ensure their safety.

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- 3.2 Where a child comes onto the premises they will be the responsibility of the resident or member of staff who invited them.
- 3.3 Residents should be made aware of this policy and that they can approach any member of staff if they have any concerns about the abuse of children.
- 3.4 Staff should inform the manager or chair of the management committee if there is a concern or report of a child being abused.

4. REPORTING ABUSE

- 4.1 The protection of young people and children from abuse is recognised by KYHP as an absolute priority. The Confidentiality policy should not restrict any member of staff or member of the management committee from reporting incidents of abuse to an appropriate external agency.
- 4.2 Staff should make sure that protection from abuse is part of the work they are doing and that service users are open to bring such issues to support sessions and that staff are responsible for identifying abuse.
- 4.3 In accordance with the Equal Opportunities Policy service users should be provided with appropriate help to make a complaint where requested.
- 4.4 A staff member who encounters an issue of abuse should report it to the manager or support the service user to report the matter to the manager.
- 4.5 The details of the alleged abuse should be recorded as soon as it is disclosed. This will include getting verbatim reports of what happened without probing unnecessarily. Particular attention should be given to recording of names, places, times and details of abuse. These details should be written down and the record signed by the service user.
- 4.6 All reasonable steps should be taken to protect the victim at all stages without alerting the perpetrator.
- 4.7 Reporting abuse to the Manager
 - a. Young people or staff who wish to report abuse or suspected abuse should in the first instance raise the issue with the Project Manager.
 - b. The report will be investigated within 7 days of the issue being raised or sooner if appropriate.
 - c. The incident will be reported to the chair of the Management Committee to be recorded.
- 4.8 Reporting abuse to the Chair
 - a. If you are not satisfied or it is felt that the manager is implicated then write directly to. The Chairperson, KYHP, 71 High Street, Kingswood, Bristol, BS15 4AD - marking the envelope "Private and Confidential", or contact a member of KYHP's staff group by telephone/visiting and request a confidential interview with the Chairperson.
 - b. The report will be investigated within 7 days of the issue being raised or sooner if appropriate.
- 4.9 This procedure is not exhaustive, you may also wish to take the matter up with an external organisation.

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- 4.10 Where a child is involved in the abuse then the matter should be referred to the Department of Children and Young People.
- a To report the abuse of a child use one of these numbers:
- The first point of contact is through the Children and Young People Information Service on 01454 868008 who will signpost the enquiry to the relevant service.
 - If it is out of office hours then please call the Emergency Duty Team on 01454 615165
 - Public Protection Unit of the police on 0117 9455969.
 - The NSPCC also provide advice and can be contacted on 0880 800 500.
- b If you have concerns that an adult is being abused use one of the numbers below.
- For older people and people with a Physical or Sensory Impairment - Customer Service Desk - 01454 868007
 - For People using Mental Health Services (including dementia services) - Mental Health Duty Desk – 01454 866221
 - For People with Learning Difficulties - Learning Difficulties Duty Desk – 01454 865961
- 4.11 Staff who have concerns about a particular resident or young person should bring those concerns to the manager. It is particularly important that informal comments and complaints that might suggest abuse is taking place are reported to the manager.
- 4.12 The manager may then bring the issue to a casework meeting so that all relevant workers are fully informed and all the facts can be gathered. These meetings should be recorded and a copy kept on file.
- 4.13 If a worker feel that the action being taken is not sufficient then they can use the complaints procedure or contact the chair of the management committee who can advise on how to progress the matter.
- 4.14 The Chair should keep a log of any reports of abuse

5. RISK ASSESSMENT

- 5.1 In working with young people the staff of KHYP are continually managing risks. By definition, young people who use the services of KYHP are particularly vulnerable.
- 5.2 Risk assessment will be undertaken for each service user to identify potential risks of abuse, financial, sexual or otherwise. Risk should be identified and measures taken to safeguard and prevent the possibility of abuse of young people by staff or members of the management committee.
- 5.3 Any specific risks should be reported to the manager. The manager should ensure that reasonable steps have been taken to mitigate risk. The manager will consider all policies in light of identified risk and either make changes to policies and/or report to the board on the issues raised.

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- 5.4 Risk assessment should be sought from referral agencies so that any risk can be identified. The risk assessment should be updated or initiated when the first interview is done with the young person. This risk assessment should be kept on file and will be updated at every review of that file and particularly when the Needs Assessment and Support Plan is reviewed.
- 5.5 A separate risk assessment will be carried out by the manager in conjunction with the trustees to identify risks of abuse and particularly financial abuse. This risk assessment will be recorded in the Business plan and form the basis for writing the Finance Policy. Details relevant to staff will be included in the staff code of conduct and induction check-list. Information from this will be included in the service user handbook.
- 5.6 This policy will be reviewed regularly by the Management Committee on a regular basis, at least every 4 years. This review should involve the Manager and Management Committee of KYHP. Service users should be invited to input into any review of this policy especially if the procedure has not been used for any period of time. Other agencies will be asked to comment on this policy as part its review.

South Glos Council Safeguarding Adults Website :

<http://www.southglos.gov.uk/HealthandSocialCare/safeguardingadults.htm>

South Glos Child Protection Webgiste :

<http://www.southglos.gov.uk/NR/exeres/17136907-2f24-4854-af20-aa7b4b3e82ef>

Confidentiality policy

Policy ref:

Complaints Policy

Equal Opportunities Policy

Recruitment Policy

Harassment policy

Policy	Policy on Protection from Abuse
Policy Last Updated	12/9/03
Approved by Management Committee	6/10/03 subject to alterations recommended in the SITRA report
Due to be updated	