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1. Purpose

This policy is to make sure Teens Unite Fighting Cancer has all the right things in place to protect and safeguard vulnerable young adults.

Teens Unite believes in protecting an adult’s right to live in safety, free from abuse and neglect. This policy sets out the roles and responsibilities of the charity in working together in promoting the adult’s welfare and safeguarding them from abuse and neglect.

Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the charity.

2. Scope

Responsibilities for all people involved in supporting young people including staff and volunteers. It includes advice, procedures, and contact information.

2.1. Subject area:

2.2. Individuals:

The policy relates to all those working for, or on behalf of Teens Unite, including volunteers and trustees.

3. Policy

3.1 Care Act 2014 Definition of an Adult at Risk of Abuse:

Where the charity has reasonable cause to suspect that an adult attending its events

- (a) has needs for care and support
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

3.2 Key Principles of Adult Safeguarding:

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In the safeguarding of adults, Teens Unite are guided by the six key principles set out in The Care Act 2014 and Making Safeguarding Personal. The charity aims to demonstrate and promote these six principles in our work:

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent.
- **Prevention** – It is better to act before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** –through our work with other organisations, we have a part to play in preventing, detecting, and reporting neglect and abuse.
- **Accountability** – we are accountable and transparent in delivering safeguarding.

3.3 Recognising the signs of abuse:

Our team is well-placed to identify abuse. It may come in the form of a disclosure, complaint, or an expression of concern. Everyone within the organisation is trained to understand what to do, and where to go to get help, support, and advice.

3.4 Types of Abuse:

The Care Act 2014 defines the following ten areas of abuse. The charity also includes self-neglect as an additional category. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. This includes:

- **Physical abuse** - Including assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions.
- **Female Genital Mutilation (FGM)** – including the primary offence, assisting self-mutilation, and failure to protect a woman from the risks of FGM
- **Domestic Violence/ Domestic Abuse** - Including psychological, physical, sexual, financial, emotional abuse; so-called ‘honour’ based violence.
- **Exploitation**- Including sexual and/or criminal exploitation.
- **Sexual abuse** - Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subsection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** - Including 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.
- **Financial or material abuse** - Including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills,

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property, inheritance or financial transactions, or the misuse of misappropriation of property, possessions, or benefits.

- **Modern slavery** - Encompasses slavery, human trafficking, forced labour, and domestic servitude. Traffickers and those who coerce, deceive and force individuals into a life of abuse, servitude, and inhumane treatment.
- **Discriminatory abuse** - Including forms of harassment, slurs, or similar treatment because you are, or are perceived to be different due to race, gender and gender identity, age, disability, sexual orientation, or religion.
- **Organisational abuse** - Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to long-term ill treatment. It can be through neglect or poor professional practice due to the structure, policies, processes, or practices within an organisation.
- **Neglect and acts of omission** - Including ignoring medical, emotional, or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, and heating.
- **Self-neglect** - This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

3.5 Radicalisation to Terrorism:

The Government through its PREVENT programme has highlighted how some adults may be vulnerable to exploitation and radicalisation and involvement in terrorism. Signs and indicators of radicalisation may include:

- Being in contact with extremist recruiters.
- Articulating support for violent extremist causes or leaders.
- Accessing violent extremist websites, especially those with a social networking element.
- Possessing violent extremist literature.
- Using extremist narratives to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.
- Significant changes to appearance and/or behaviour.

3.6 Reporting Concerns:

Any employee, Trustee or volunteer who becomes aware that an adult is or is at risk of, being abused must raise the matter immediately with their supervisor /or with the organisation's designated safeguarding person. **If the adult requires immediate protection from harm, contact the police and Adult Social Care.**

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Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no one should assume that someone else will do it.

3.7 Safe Recruitment & Selection:

Teens Unite is committed to safe employment and safe recruitment practices, that reduce the risk of harm to adults with care and support needs from people unsuitable to work with them.

Teens Unite has policies and procedures that cover the recruitment of all Trustees, employees, and volunteers.

3.8 Social Media:

All employees and volunteers should be aware of Teens Unite social media policy and procedures.

3.9 Person in a Position of Trust

In any instance of safeguarding, consideration must be given as to whether an allegation has been made against a person in a position of trust (PiPoT) and who may be a risk to others. This can be anyone from an employee, volunteer, or Trustee

4.0 Training and Awareness:

Teens Unite ensure an appropriate level of safeguarding training is available to its Trustees, Employees, Volunteers, and any relevant persons linked to the organisation who requires it (e.g. professional service providers).

For all employees who are working or volunteering with adults at risk this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in Safeguarding Adults.
- Recognise an adult potential in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with individuals.
- Have knowledge of the Safeguarding Adults Policy.

Teens Unite staff undertake specific training as follows:

<https://staffskillstraining.co.uk/course/safeguarding-vulnerable-adults-certification/>
<https://staffskillstraining.co.uk/course/safeguarding-adults-certification/>

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Name	Role	Training	Expiry
Roxanne Lawrance	CEO	Safeguarding Vulnerable Adults Safeguarding Adults	31/08/2024
Lesley Morris	Operations Manager & Designated Safeguarding Lead	Safeguarding Vulnerable Adults Safeguarding Adults	11/08/2024
Katie Andrews	Beneficiary Engagement Specialist & Deputy Lead for Safeguarding	Safeguarding Vulnerable Adults Safeguarding Adults	01/09/2024
Josh Kane	Beneficiary Engagement Specialist	Safeguarding Vulnerable Adults Safeguarding Adults	19/09/2024
Lucy Francis	Events Executive	Safeguarding Vulnerable Adults	23/01/2025
Jodie Pezzani	Events Manager	Safeguarding Vulnerable Adults Safeguarding Adults	25/07/2024

Similarly, employees and volunteers may encounter concerns about the safety and wellbeing of children/young people. The Charity's Safeguarding Policy provides guidance for such matters, and details of all training undertaken in this respect.

4.1 Mental Capacity:

The MCA defines someone is lacking capacity, because of an illness or disability such as a mental health problem, dementia or a learning disability, who cannot do one or more of the following four things:

- Understand information given to them about a particular decision
- Retain that information long enough to be able to make the decision
- Weigh up the information available to make the decision
- Communicate their decision. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>. Teens Unite will need to involve an advocate if the person lacks capacity to make decisions about a safeguarding concern.

Support and guidance will be sought from Hertfordshire Adult Social Care should anyone have concerns regarding an adult's capacity.

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4.2 Confidentiality and Information Sharing:

Teens Unite expects all employees, volunteers, and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if an adult is deemed to be at risk of harm or **contact the police if they are in immediate danger, or if a crime has been committed.**

4.3 Recording and Record Keeping:

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decisions made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

4.4 Whistleblowing:

Teens Unite is committed to ensuring that employees and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

4.5 Important Contacts:

Designated Lead for Safeguarding

Name: Lesley Lowden-Smith (previously Morris)

Email address: lesley@teensunite.org

Telephone number: 01992 440091

Deputy Lead for Safeguarding

Name: Katie Andrews

Email address: katie@teensunite.org

Telephone number: 01992 440091

Designated Trustee for Safeguarding

Name: Dr Anisha Patel

Email address: info@teensunite.org (marked for the attention of Anisha Patel)

Telephone number: 01992 440091

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Teens Unite will work in accordance with guidance and good practice from

Police Emergency – 999

Police Non-emergency – 101

Adult Social Care Hertfordshire: 0300 123 4042

Hertfordshire Domestic Abuse Helpline 0808 8088 088

FGM Helpline 0800 028 3550

Associated Documents

Procedures & Policies
POL– 020 Safeguarding - Procedure for responding to Safeguarding Concerns POL – 023 Social Media POL- 028 Persons in a Position of Trust POL – 003 Whistleblowing STA – 001 Safeguarding Statement

Forms
Safeguarding Concern Form

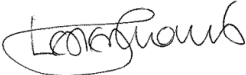
Revision History

Version No.	Reason for Revision	Document Author	Date
0	New document		


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Document Approvals


Author			
Name	Position	Signature	Date
Lesley Morris	Operations Manager		23/09/2023

Reviewers			
Name	Position	Signature	Date

Name	Position	Signature	Date
Document Control Approval			
Lesley Morris	Operations Manager		23/09/2023
Trustee Approval			
Dr Anisha Patel (signed electronically)	Trustee – Beneficiary Lead	<i>Anisha Patel</i>	23/09/2023
CEO Approval			

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Roxanne Lawrance	CEO		23/09/2023
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