

Caban Y Faenol CYF

Protection of adults Policy and guidelines

The policies and guidelines in this document are relevant to every adult connected with Caban Y Faenol CYF, including parents / carers / minders, staff members, volunteers and workers from other agencies, among others.

Caban Y Faenol believes that everybody has the right to live a life free of violence, fear and abuse. Every adult has the right to be protected from harm and exploitation. Every adult has the right to independence which includes an element of risk. Caban Y faenol will ensure that individuals are able to make their own decisions, and include them in the decision making process.

All staff, committee members and volunteers are expected to follow these policies and guidelines.

'Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.'

Care and Support Statutory Guidance, Department of Health, February 2017

Caban Y faenol is committed to ensuring a safe environment for each child and family who attend the setting. Everybody has a responsibility to protect adults who are experiencing, or in danger of experiencing abuse and / or neglect. Caban Y Faenol is based on trust and respect, and acknowledges that adults who are facing risk have the right to be protected.

Safeguarding from harm, neglect and abuse is the responsibility of every member of staff and volunteer (every practitioner) in the setting. The practitioners at Caban Y Faenol fully recognise their contribution to safeguard children and their practice complies with the Wales Safeguarding Procedures 2020. The child safeguarding policy will be shared with all parents, carers and practitioners at the setting. Child safeguarding training will be attended and documented. All staff will have read, understood and signed this policy.

The key aims contained in this policy are noted in legislation, which includes:

- Sexual Offences Act 1956 and 2003,
- Wales Safeguarding Procedures, 2020

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- Social Services and Well-being (Wales) Act 2014
- Violence against Women, Domestic Abuse and Sexual Violence (Wales) 2015
- Prevent Act 2015 Guidance
- Modern Slavery Act 2015
- Wales accord on the sharing of personal information (WASPI)

Wales Safeguarding Procedures 2020

Caban Y Faenol will download the Wales Safeguarding Procedures app and update the app regularly to ensure they have the correct procedures and guidelines at hand. Caban Y Faenol will refer parents and carers to the procedures online: safeguarding.wales

A copy of the Wales Safeguarding Procedures ap will be available at the setting for parents / carers to see.

Safeguarding in Online Activities

- Any online activity organised by the Caban Y Faenol, will operate within the principles of safeguarding and good practice in this document and in the **Child Protection Policy**.

DEFINITIONS OF TYPES OF ABUSE

In Wales, the abuse of adults is defined under the following categories:

- **Physical**, including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
- **Sexual**, including violence, indecent exposure, sexual harassment, inappropriate sexual looking or touching, sexual teasing or innuendo, sexual photography or forced use of pornography or witnessing of sexual acts, indecent exposure, sexual assault or other sexual activity that the adult has not consented to, or was pressured into consenting to.
- **Psychological/Emotional**, including threats of harm or abandonment, deprivation of contact, shaming, blaming, controlling, threatening, forcing, harassment, verbal abuse, removal or isolation from support services or networks.

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- **Neglect**, including ignoring medical or physical needs, failure to provide access to appropriate social, health or educational services, failure to provide the necessities of life such as sufficient food, medication, nutrition and warmth.
- **Financial**, including theft, fraud, internet scams, coercion when pertaining to an adult's financial arrangements, including wills, property, inheritance or financial transactions, misuse of property, assets or benefits.

Violence Against Women

The United Nations defines Violence Against Women as *“any act of gender-based violence that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or in private life.”*

This may include (amongst other things): Physical violence, sexual and psychological abuse taking place within a family, including battery, sexual abuse of female children within the home, dowry-related violence, marital violence, female genital mutilation and other traditional customs detrimental to women, non-marital violence and exploitation. Physical violence, sexual and psychological abuse which takes place within the general community, including violence, sexual abuse, sexual harassment in the workplace, educational settings and other areas; female trafficking and enforced prostitution. Physical violence, sexual and psychological abuse carried out or permitted by the State, wherever it takes place.

Domestic Abuse

The Home Office defines domestic violence or abuse as,

“any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.” (For example, this may include abuse and violence carried out by children, parents, grandparents and any other person related by blood or having a close relationship with the victim.)

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The definition accepts that men can also be victims of domestic abuse. Domestic abuse affects people of all ages, races and religions. Domestic abuse takes several forms – it does not require physical action in order to classify as abuse.

Controlling 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.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

Sexual Violence

The United Nations defines Sexual Violence as any sexual act or attempt to obtain a sexual act by violence or coercion, unwanted sexual comments or advances, acts to [traffic](#) a person or acts directed against a person's [sexuality](#), regardless of the relationship to the victim, in any location.

Modern Slavery

Modern Slavery is the term used to define slavery, servitude and forced or compulsory labour; and human trafficking. It exists in many cruel forms, including forced prostitution or other types of sexual exploitation or forcing people to work for little or no pay, sometimes within the house of those perpetrating slavery.

Mental Health and Well-being

The World Health Organisation defines mental health as:

“... a state of well-being in which the individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community.”

SIGNS AND INDICATORS OF ABUSE AND NEGLECT

Abuse can happen in any context, and be carried out by every type of perpetrator. Anyone in the setting can suspect that an adult is being abused or neglected, within or

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without the Caban Y Faenol. There are many signs and indicators of abuse that may suggest a person is being abused or neglected. These include, but are not limited to:

- Unexplained bruises or injuries – or a lack of medical attention when an injury is present.
- Missing property or money.
- Extreme weight loss or gain, unkempt appearance or poor personal hygiene.
- A change in the individual's behaviour or confidence. For example, the individual may withdraw when spoken to.
- Self-harm
- Fear of a particular group of people or an individual.
- They may disclose to you / another person that they are being abused.
- They may be harassed as they have, or are found to have, protected characteristics.
- Receipt of unwanted sexual messages.
- Threats of physical harm from another adult.

REPORTING A DISCLOSURE BY / CONCERN REGARDING AN ADULT

Neither the Caban Y Faenol's staff, committee members or volunteers are expected to be experts in safeguarding concerns; however it is a duty of each adult to be vigilant and to respond appropriately to suspicions of poor practice, abuse or bullying. They should also respond to any signs that abuse may be happening outside of the setting.

Unlike **Child Protection** procedures, wherever possible you must have the consent of the adult before reporting a disclosure or concern.

If you have concerns and / or if you are told of possible or alleged abuse, or wider matters concerning welfare, then you must report this to the **Caban Y Faenol's designated Safeguarding Officer**.

If you are concerned that somebody is in immediate danger, contact the Police on 999 at once. When you suspect that a crime is being committed you must involve the Police.

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Adult safeguarding should be led by the individual, and be outcome-driven.

When considering your concern it is important that you also ensure that you give the individual the most up to date information regarding any decisions taken or procedures carried out, and that you consider their needs and wishes at all times. Concerns should be discussed with the adult to gain their opinion regarding that they would wish to happen, and they should be a part of the safeguarding process, giving their permission to share information outside of the organisation if required.

This does not mean that the onus is on staff or committee members or volunteers to decide whether a situation is poor practice, abuse or bullying, but they have a responsibility to record any concerns.

With the individual's consent, the **Caban Y Faenol's designated Safeguarding Officer** must be informed and the **Local Authority's Adult Safeguarding Team** contacted.

Recording a Disclosure / Concern

- Jot down brief notes when the adult makes the disclosure or a concern arises.
- Write detailed notes as soon as possible following the disclosure.
- Do not destroy the original notes – they may be needed in court.
- Note the following:
 - Date
 - Time
 - Location
 - The words used by the adult
 - How the adult appeared to you – be specific
 - The exact wording used by the adult, including any colloquialisms / swear words
 - The atmosphere in which the disclosure was made
- Record unbiased statements and observations, not your own interpretation or personal prejudices
- Ensure the record is factual
- Store the record securely, in line with **Data Protection and GDPR** requirements.

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Be aware of the need to keep this information confidential at all times. It should only be shared on a need-to-know basis.

Reporting a Disclosure / Concern

- Refer directly to the **Caban Y Faenol's designated Safeguarding Officer**
- Follow the steps outlines in the relevant **Adult Safeguarding Policy**
- Do not discuss the disclosure or the steps you have taken with anyone other than those it is necessary to inform in order to report the disclosure.

If the matter is urgent and relating to the safety of an adult who is in immediate danger, contact the emergency services at once.

Confidentiality

The individual's right to privacy and dignity is respected at all times, and keeping information confidential at all times is acknowledged as good practice. In every situation it is taken for granted that the adult has the capacity to make his/her own decisions, unless it is proven that they are unable to do so. As far as possible, the individual's informed consent must be sought. **Absolute confidentiality must never be promised, as this may hinder the aim of safeguarding people.**

Maintaining confidentiality is not about keeping secrets; it means that information and discussions must be limited to those who manage and support the case. A disclosure to those who need to be a part of the case will be discussed and agreed upon with the adult before information is shared. In order to ensure the best outcome for the individual, information will be shared on a need-to-know basis only.

In some circumstances there may be a need to share information with other agencies. Said situations include:

- Where there is a risk of serious damage to the setting (Caban Y Faenol) and / or public safety;
- Where the risk to the victim of abuse, violence or neglect is assessed as being so great that there is a significant possibility of immediate very serious harm, or that life is endangered;

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- Where there is room to suspect that vulnerable children, young people or adults are in danger.

If assistance is required in assessing risk levels, the **Safeguarding Officer** or the individual may contact the **Live Fear Free** helpline, the Welsh Government's Service which provides advice and information to men and women who are victims of violence against women, domestic abuse and sexual violence. It is also an information service for individuals worried about somebody they know, and for agencies/employers who need information on the support available to adults and children in Wales.

Consent and Sharing Information

Sharing information with the right people is central to good practice when safeguarding adults.

Although we attempt to obtain the individual's consent before reporting to the local adult safeguarding team, there are some circumstances when we will need to act without the adult's consent. Sometimes an adult in danger may not want you to act on their concerns or to disclose them. This may be because they are afraid, or frightened of the repercussions that may occur if you act upon their disclosure, or they are unaware that abuse is taking place.

Sharing Information and Disclosing Concern without Consent

It is appropriate to reveal concerns without an adult's consent when:

- You have reason to believe that lasting damage will have a detrimental effect on the health / well-being of the adult.
- Other people, including children, may be in danger or placed in danger by the perpetrator.
- It is necessary to prevent a criminal act, or a serious crime has been committed.
- Sharing the information may help prevent a crime and abuse from taking place
- The individual may be under coercion.
- The alleged abuser has care and support needs and may also be in danger.

You should not keep concerns regarding endangered adults to yourself. Explain to the adult that you must transfer the concern to the **Cavan Y Faenol's Safeguarding**

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Officer and / or the **Local Authority Adult Safeguarding Team**, as you have a duty of care to do so.

PROTECTION OF ADULTS AT RISK POLICY

Protection of Adults at Risk Policy

A Vulnerable Adult is defined by the Social Services and Wellbeing Act 2014 (Wales) as an adult over 18 who:

- a) is experiencing or is at risk of abuse or neglect,
- b) has needs for care and support (whether or not the authority is meeting any of those needs), 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.

CODE OF PRACTICE

Everybody has a responsibility to safeguard adults who are suffering, or at risk of, abuse or neglect.

Caban Y Faenol acknowledges the roles and responsibilities of statutory organisations in safeguarding adults, and commits to complying with local safeguarding procedures.

Should concern arise regarding a change in behaviour, or any unexplained signs of physical injury in an adult connected to Caban, or if there is grounds to suspect an adult is being abused, due to signs of physical abuse or neglect, behavioural indicators or a disclosure by the individual in question, then you are expected to act immediately by following the steps outlined in this policy and these guidelines, following the guidelines noted in the **Disclosure by / Concern Regarding an Adult** section.

VIOLENCE AGAINST WOMEN, DOMESTIC ABUSE AND SEXUAL VIOLENCE POLICY

CODE OF PRACTICE

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Everybody has a responsibility to safeguard adults who are suffering, or at risk of abuse or neglect. Caban Y Faenol does not tolerate domestic abuse, violence or neglect within or without the setting.

Caban Y Faenol acknowledges the roles and responsibilities of statutory organisations in safeguarding adults, and commits to complying with local safeguarding procedures.

Should concern arise regarding a change in behaviour, or any unexplained signs of physical abuse in an adult connected to the setting, or if there is grounds to suspect an adult is being abused, due to signs of physical harm or neglect, behavioural indicators or a disclosure by the individual in question, then you are expected to act immediately by following the steps outlined in this policy and these guidelines, following the guidelines as noted in the **Disclosure by / Concern Regarding an Adult** section.

Caban Y Faenol will:

- provide a safe environment for children and families using the service.
- help individuals suffering from domestic abuse / violence to be confident enough to seek help through the setting.
- protect and maintain the confidentiality of the individual suffering from abuse, violence or neglect, so far as it is legal and safe to do so (see the Disclosure by / Concern Regarding an Adult section of this policy for further details.)
- take advantage of opportunities for staff, volunteers and voluntary committee members to develop an awareness of, and be able to respond professionally and supportively to situations relating to abuse, violence, neglect or modern slavery.
- ensure an appropriate response to other individuals who come into contact with Caban Y Faenol and are perpetrators of domestic violence and / or abuse.
- contact the County Council's **Safeguarding Team** if there are grounds for suspicion that an individual is suffering from abuse, violence and / or neglect, or is a victim of modern slavery. This will need to be done within 24 hours of the disclosure / accusation.
- ensure that staff members, volunteers or committee members who carry out incidents of domestic abuse / violence in the setting are handled appropriately.

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This will mean following the disciplinary procedure as noted in the **Staffing Policy**.

- contact the Police at once when it is believed that an individual is in direct danger.

Should an incident occur in the setting, this should be recorded, and the **Lockdown, Child Protection and Adult Safeguarding** policies followed. You may need to support the individual in seeking legal advice regarding taking out an injunction against the perpetrator in the vicinity of Caban Y Faenol.

Should any concern arise regarding the behaviour of an adult connected with the setting, or should you become aware of any signs or suspicions that an adult is suffering due to violence or neglect, you are expected to act at once by following the steps as outlined in **Appendix 1: Flow Chart: Violence against Women, Sexual Violence and Domestic Abuse**.

HUMAN TRAFFICKING AND MODERN SLAVERY POLICY

Victims of slavery will often be moved around, or trafficked, by those who control them. A person is trafficked if they are brought to a country (or moved around the country) by other people who deceive them, threaten, frighten or injure them, or force them to work or carry out other things they do not wish to do.

Victims are often vulnerable people who are tricked into being trafficking and servitude by false promises of work, education and even romantic relationships. Although many victims are immigrants trafficked into the UK from other countries, they may also have been born and raised in this country.

It can be difficult to identify possible victims of slavery and exploitation. Victims can be any age, men or women, of any ethnicity. Some may even be children and young people. These are amongst the most common signs:

- They are malnourished and poorly-dressed, have very little in the way of personal possessions and perhaps wear clothes that are unsuitable for the work / weather.

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- They have physical injuries or signs of old injuries or serious, untreated injuries.
- They appear withdrawn or fearful.
- They are not able to answer questions posed to them, or speak for themselves, or perhaps they have somebody with them who frequently speaks on their behalf. If they do speak they may be inconsistent in terms of the information provided, including basic facts such as their address.
- They do not possess a passport, identity documents or a bank account.

CODE OF PRACTICE

- Caban Y Faenol has a legal and moral duty to report any individual we suspect is suffering due to slavery or human trafficking. They may be staff, volunteers, committee members or wider members of the settings community.
- Caban Y Faenol acknowledges the roles and responsibilities of statutory organisations in safeguarding adults, and commits to complying with local safeguarding procedures.
- Should any concern arise regarding the behaviour of an adult connected with the setting, or should you become aware of any signs or suspicions that an adult is suffering due to modern slavery or human trafficking, you are expected to act at once, by following the steps as outlined in **Appendix 2: Flow Chart: Human Trafficking and Modern Slavery**.

MENTAL HEALTH AND WELL-BEING POLICY

Caban Y Faenol CYF believes that promoting positive mental health throughout our community is important for physical health and social well-being.

Mental illness and stress are connected with many of the main causes of illness and disability in our society. Promoting and preserving the mental well-being of the workforce is important to the physical health, social well-being and productivity of individuals.

Important aspects of mental well-being include providing information and raising awareness, effective management skills to deal with issues relating the mental health

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and stress, providing a supportive work atmosphere, and offering advice, support and assistance to anyone experiencing poor mental health or returning to work after a period of mental health-related absence.

Addressing mental well-being in the workplace helps to strengthen the positive, protective factors of employment, reduces the risk factor for mental illness and generally improves health. It can also help to promote employment of people who have experienced mental health conditions and support them once they are employed.

CODE OF PRACTICE

Caban Y Faenol's general aim is to ensure a safe atmosphere for every child and family who attends the setting.

Should a member of staff, volunteer or committee member have concerns regarding the mental health of another individual within the community, e.g. the parent of a child who attends setting, they should follow the guidelines noted in this document, following the guidelines as laid out in the reporting a **Disclosure / Concern regarding an Adult**.

If the concern is also regarding the safety of a child, the guidelines noted in the **Child Protection Policy** should also be followed.

Should any concern arise regarding an adult connected with Caban Y Faenol you are expected to act at once by following the steps as outlined in **Appendix 3: Flow Chart: Mental Health and Well-Being**.

GUIDELINES FOR IMPLEMENTATION OF THE PREVENT DUTY

Caban Y Faenol CYF's Safeguarding Officer is Mrs Morfudd Roberts.

The Deputy Safeguarding Officer is _____.

Local Authority Adult Safeguarding Team, telephone no.01766 772577 01248
353551

Duty to Prevent Violent Extremism

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From July 1st 2015 registered child care providers have a legal duty to prevent people from being drawn to violent and radical extremism under section 25 of the Counter-Terrorism and Security Act 2015.

This duty is described as the 'Prevent' duty.

Violent extremism – What is it?

The purpose of the Prevent strategy is to respond to, and prevent various terror related activity in the UK.

As part of our duties under this Act Caban Y Faenol will ensure our service welcomes everyone and has a strong ethos based on the following values:

- take advantage of opportunities to attend or undertake specialist training so that staff and the Management Committee understand violent extremism, and its effect on children's welfare.
- continue to operate our equalities policies including disciplinary systems for cases of bullying, discrimination on the basis of race, disability, age, gender, sexual preferences, religion or social status.

Caban Y Faenol believes in freedom of opinions, equality, religious freedom, defence of minorities, tolerance, fairness and justice in every aspect our work. Protecting children and safeguarding their welfare is fundamental to our work and is key to ensuring that children's rights are respected.

If there is evidence or concerns that any child or adult within the community is at risk of the following we will follow the steps outlined in our **Child Protection Policy** and **Adult Safeguarding Policies**.

1. Living in an environment where ideas and beliefs promote violent extremism
2. Suspicions that a child is at risk of being taken out of the country to a dangerous place or situation.

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The **Child Protection and Adult Safeguarding Policies** and procedures will be followed to record and report the concern. Concerns can arise due to:

- something the child or adult has told us
- something a member of staff has noticed
- behaviour that raises a concern
- comments that appear online on social media outlets
- fears shared by other families or other members of the community.

The staff at the Caban Y Faenol know the children and families who are part of the community well, and professional judgement will be used to observe changes in behaviour or personality that could be a cause of concern.

Caban Y faenol always aims to foster a relationship of trust and mutual respect with parents and carers. Knowing parents and carers well enables the staff to observe any issues of concern and discuss them in accordance with our **Child Protection Policy** and **Adult Safeguarding Policies**.

Staff members, volunteers and members of the Management Committee who identify or become aware of a concern regarding an individual should:

- Report the concern to the **Caban Y Faenol's Safeguarding Officer**.
- Record the details following the guidelines noted in the **Child Protection and the Adult Safeguarding** policies.

Where it is believed that an individual / individuals are in immediate danger, Caban Y Faenol will:

- Contact the Police on **999** if we believe that an individual / individuals are in immediate danger.

When there is no immediate danger, we will:

- Contact the County Council's relevant **Safeguarding Team**. This will need to be done within 24 hours of the accusation / disclosure.

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- If it is not possible to contact the Safeguarding Team, Caban should contact the police on **101**.
- If this is not possible, we will contact the Counterterrorism hotline: **0800 789 321**.

See also **Appendix 4: Flow Chart: Reporting a Concern under the 'PREVENT' duty**.

SAFEGUARDING ADULTS: THE ROLE OF CABAN Y FAENOL CYF AS AN EMPLOYER

In addition to following the steps laid out in these policies and guidelines, Caban Y Faenol CYF acknowledges that it has a specific role to play as an employer.

Violence against Women, Sexual Violence and Domestic Abuse

If we become aware of instances of violence against women, domestic abuse and / or sexual violence, then as an employer we will need to discuss with the worker whether there is any risk to the worker's safety whilst in the workplace. If the individual believes this to be true, a risk assessment will need to be conducted and steps taken to reduce the risk in the workplace, e.g. additional safety measures at the entrance to the building, intercepting phone calls, ensuring that the individual does not work alone.

Individuals who are perpetrators of Violence Against Women, Domestic Abuse and / or Sexual Violence

- Staff members, volunteers, committee members or others who are perpetrators of violence against women, domestic abuse and / or sexual violence should be aware that behaviour of this sort goes against this policy. Some types of abuse and violence are criminal acts.
- Staff members, volunteers, committee members or others who are perpetrators of violence against women, domestic abuse and / or sexual violence will be disciplined according to the relevant disciplinary procedure.
- Staff members, volunteers or committee members who stand accused, or who are found to be guilty of violence and abuse of this sort must formally declare it to Caban Y Faenol. When Caban Y Faenol believes that the accusation / conviction carries implications in terms of the individual's work (e.g. due to them

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working with vulnerable adults or children), an inquiry will need to be held in order to assess any risk and note any steps which may be taken to alleviate the situation, e.g. relocation, temporary suspension of duties, moving to another work location or other appropriate action.

- Caban Y Faenol acknowledges a duty of care to all of its workers, and we will encourage and support staff, volunteers and / or committee members who perpetrate violence / abuse in the home but who choose voluntarily to access the support available through the 'Respect' support service.

Human Trafficking and Modern Slavery

Caban Y Faenol CYF has a legal and moral duty to report individuals we suspect are the victim of modern slavery or human trafficking.

In addition to following the steps as laid out in the **Human Trafficking and Modern Slavery policy**, upon employing a staff member Caban Y Faenol will:

- ensure that the individual has the legal right to work in the UK.
- Follow the steps outlined in the **Human Trafficking and Modern Slavery policy**
- Refer to the Home Office Human Trafficking Practical Guidance as required.

Mental Health and Well-being

As an employer, Caban Y Faenol's aim is to create and promote a work environment which supports the mental well-being of all its staff, volunteers and committee members.

To this aim, Caban Y Faenol will:

- promote positive mental health to every member of staff, volunteer and their families.
- ensure that each staff member and volunteer has a job description, with clearly-defined roles and responsibilities.
- encourage staff and volunteers to attend relevant training opportunities regarding identifying and responding to possible mental health issues of their own, and those of other people.

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- set realistic targets that do not require unreasonable hours of work in order to achieve them.
- promote an anti-bullying and anti-harassment culture.
- provide appropriate, non-judgemental support to individuals who are experiencing mental health problems.
- effectively manage conflict and ensure that the workplace is free from bullying, harassment, discrimination and racism.
- establish two-way channels of communication to ensure staff engagement, especially during periods of organisational change.
- ensure that individuals suffering from poor mental health are treated fairly and consistently, and are not made to feel guilty for experiencing their problems.
- encourage staff to consult their family doctor or a counsellor of their choice.

ADDITIONAL INFORMATION

Associated Policies and Documents

Confidentiality and Data Protection Policy

Child Protection Policy

Staffing Policy

Health and Safety Policy

Useful Contacts

Ann Craft Trust, A website offering information and support on safeguarding vulnerable adults and disabled children. <https://www.anncrafttrust.org/>

Live Fear Free, the Welsh Government's website which offers advice and support on violence against women, domestic abuse and sexual violence. <https://gov.wales/live-fear-free>

Dewis Wales, A website which provides information and advice about well-being <https://www.dewis.wales/>

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Social Care Wales. Policy and interim procedures for protecting vulnerable adults from abuse. <https://gofalcymdeithasol.cymru/adnoddau/polisi-a-gweithdrefnau-interim-cymru-ar-gyfer-amddiffyn-oedolion-syn-agored-i-niwed-rhag-camdriniaeth>

Wales Safeguarding Procedures. The procedures detail the roles and essential responsibilities of practitioners in order to ensure that they safeguard children and adults who suffer, or are at risk of suffering abuse, neglect or other forms of mistreatment. The Wales Safeguarding Procedures steer all safeguarding procedures and are relevant to every practitioner and manager working in Wales – whether employed by a devolved or non-devolved agency, paid or unpaid. The Wales Safeguarding Procedures are only available online, through a website or mobile phone app. http://www.myguideapps.com/projects/wales_safeguarding_procedures/default/

Respect. A confidential e-mail or phone service for abusers looking for help in giving up abuse / violence. They help male and female perpetrators whether in heterosexual or same-sex relationships. They also welcome applications for information, advice and support from partners or ex-partners of the abuser, in addition to friends and family and/or front line workers. <http://respect.uk.net/>

Home Office. Human Trafficking Practical Guidelines.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/181550/Human_Trafficking_practical_guidance.pdf

Useful Phone Numbers

Live Fear Free Helpline: 0808 80 10 800

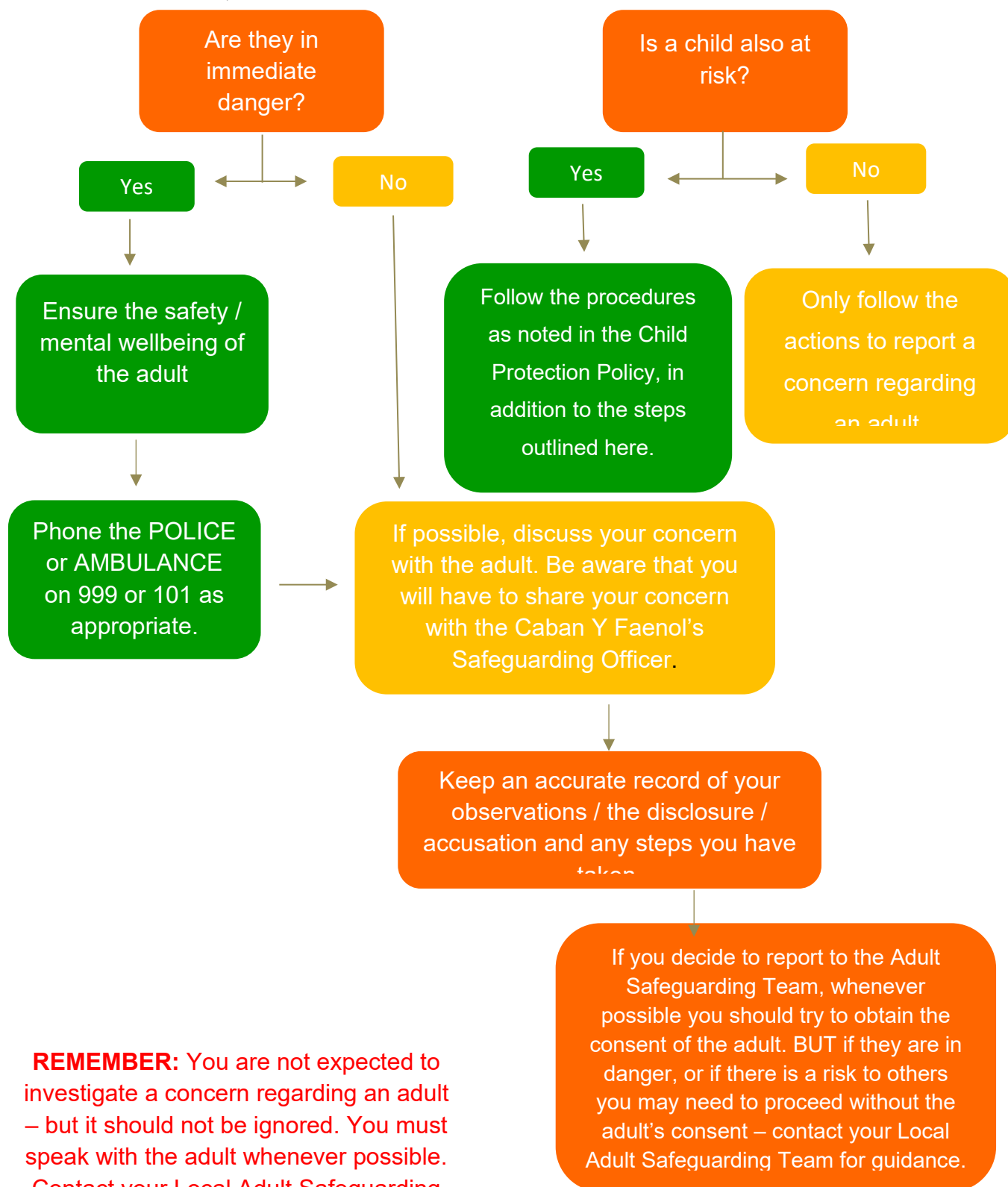
Respect: 0808 80 24 040

Counterterrorism Hotline: 0800 789 321

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APPENDIX 1: FLOW CHART: Violence against women, Sexual Violence and Domestic Abuse

Concern for an adult, based on observation / disclosure / accusation



REMEMBER: You are not expected to investigate a concern regarding an adult – but it should not be ignored. You must speak with the adult whenever possible. Contact your Local Adult Safeguarding Team if you feel you require advice about the steps to be taken.

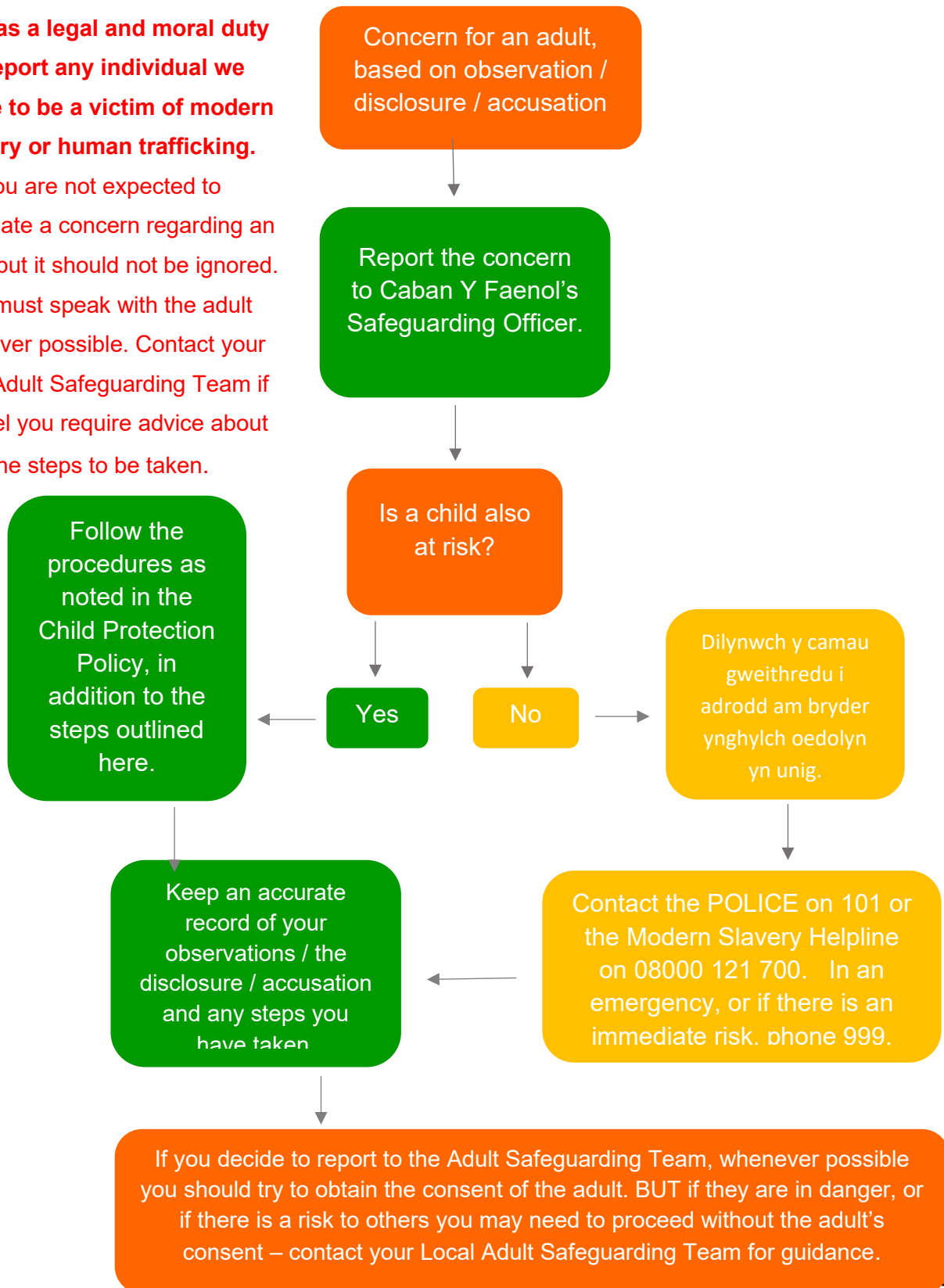
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APPENDIX 2: FLOW CHART: People Trafficking and Modern Slavery

REMEMBER: Caban Y Faenol CYF has a legal and moral duty to report any individual we believe to be a victim of modern slavery or human trafficking.

You are not expected to investigate a concern regarding an adult – but it should not be ignored.

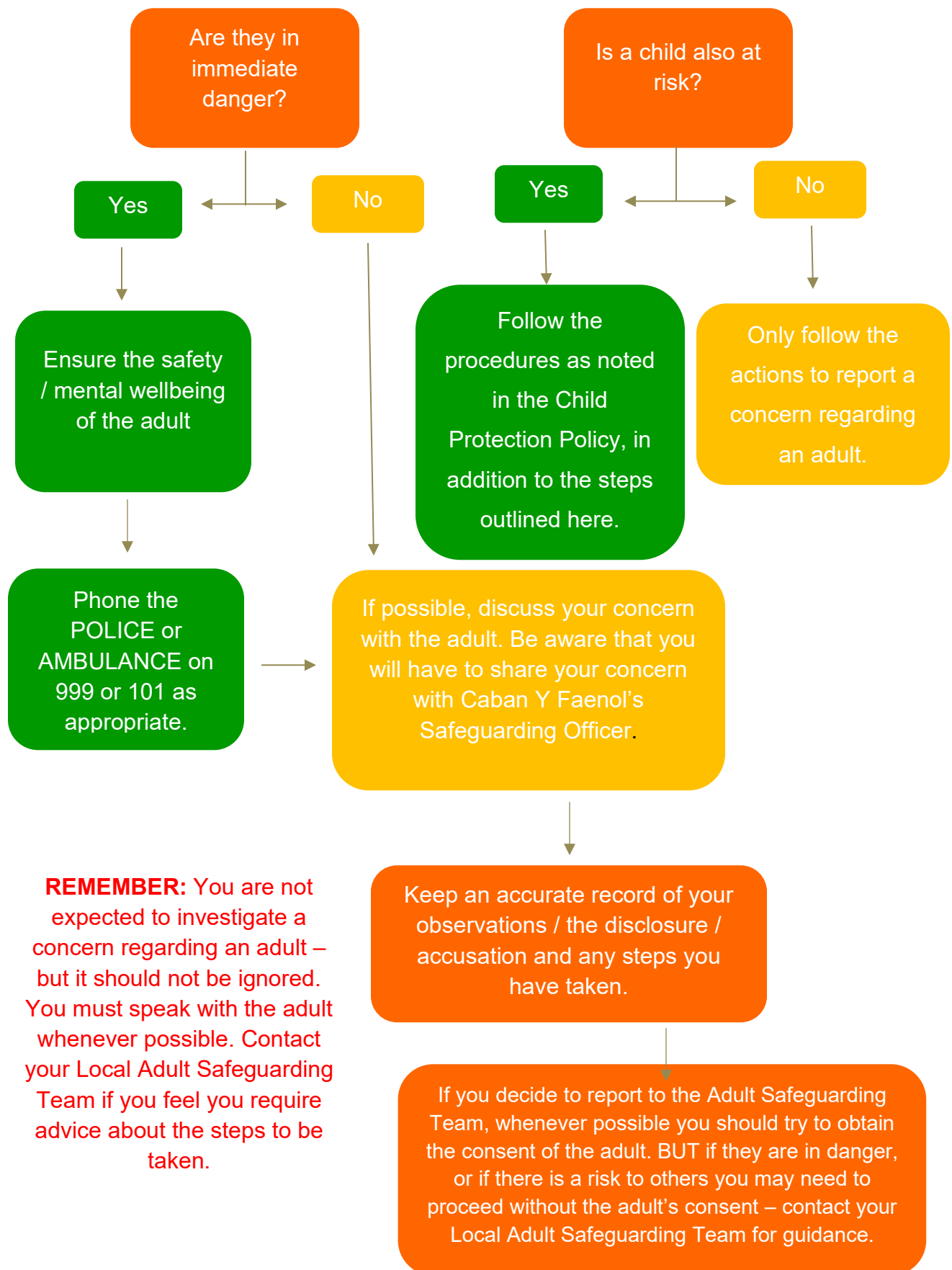
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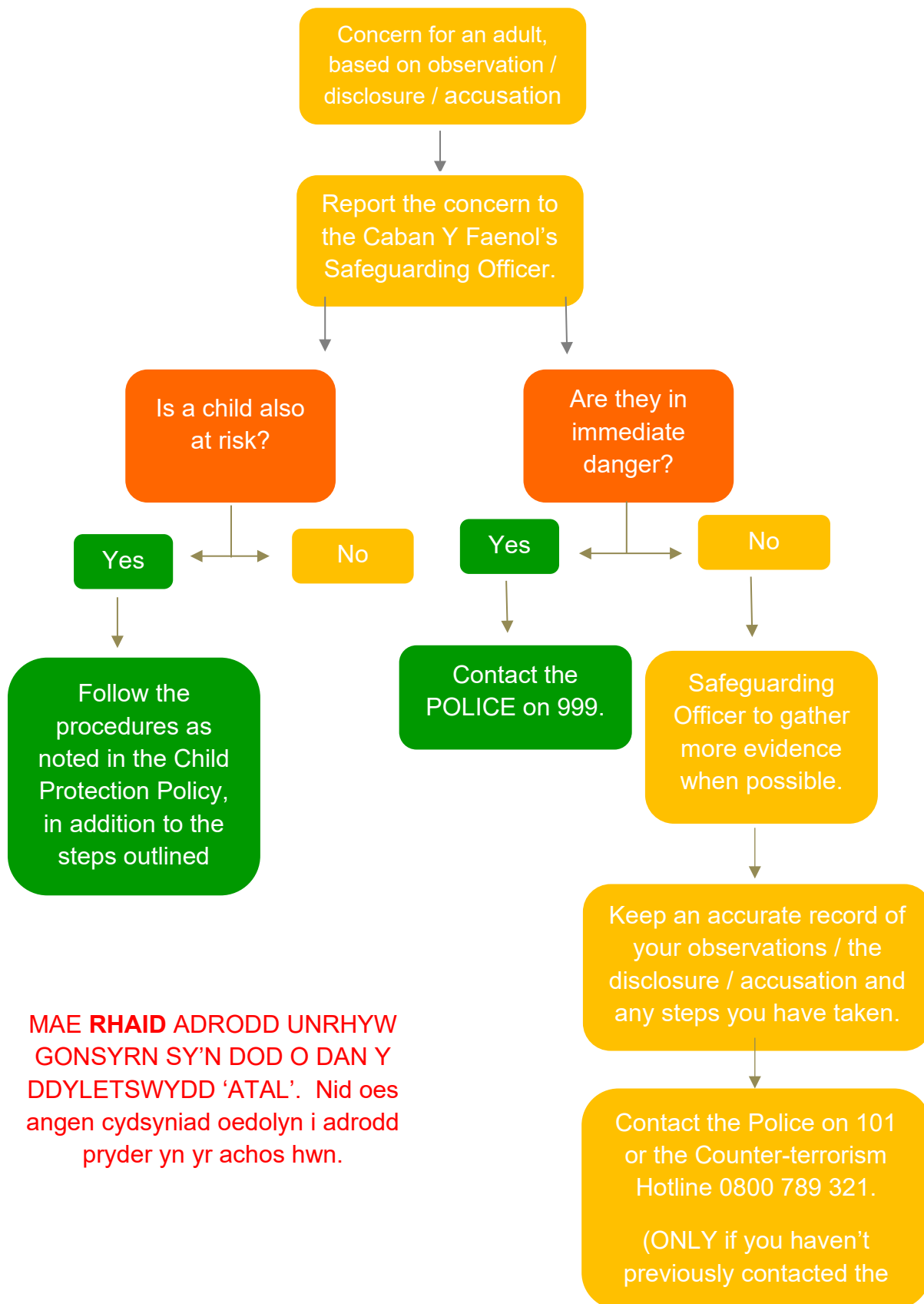
APPENDIX 3: FLOW CHART: Mental Health and Well-being

Concern for an adult, based on observation / disclosure / accusation



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APPENDIX 4: FLOW CHART: Reporting a Concern under the 'PREVENT' (counter-terrorism) Duty



MAE **RHAID** ADRODD UNRHYW GONSYRN SY'N DOD O DAN Y DDYLETSWYDD 'ATAL'. Nid oes angen cydsyniad oedolyn i adrodd pryder yn yr achos hwn.