

# OCD Action

## Safeguarding Policy and Procedures

Last reviewed: March 2023

To be reviewed: March 2024

## OCD Action - Safeguarding Policy

This policy applies to all OCD Action paid staff, all volunteers, any sessional or consulting workers and the Board of Trustees.

The purpose of this policy is:

- To protect children, young people and adults at risk who interact with any OCD Action service.
- To protect all staff, volunteers and trustees who work for, or are involved with, OCD Action.
- To provide staff, volunteers and trustees with the guiding principles that inform our approach to safeguarding.

OCD Action acknowledges that:

- All children and adults have the right to protection from abuse, neglect and exploitation.
- Safeguarding children and adults at risk is everybody's responsibility.
- Doing nothing is not acceptable.
- There is a need to work in partnership with relevant statutory agencies to protect individuals as required.

### LEGAL FRAMEWORK

This OCD Action Safeguarding Policy has been drawn up using the relevant guidance and Laws as detailed:

- The Children Act (1989)
- The Children Act (2004)
- The Children and Families Act (2014)
- Working Together to Safeguard Children 2015
- GDPR (2018)
- Equality Act (2010)
- Safeguarding Vulnerable Groups Act (2006)
- Care Act (2014)
- Human Rights Act (1998)

### Definitions:

- Abuse occurs when the child's or adult's rights are not respected.
- Abuse is any behaviour towards a person that deliberately causes them harm, endangers their life or violates their personal rights. It includes not only physical, emotional and psychological ill treatment and harm, but also neglect (including self-neglect), financial or sexual abuse, and the impairment of physical, intellectual, emotional, social or behavioural development. It concerns the

misuse of power, control and /or authority and can be perpetrated by an individual, a group or an organisation.

- A child is defined as an individual who has not yet reached their 18<sup>th</sup> birthday.
- An 'Adult at Risk' is defined as any person aged 18 years and over who is or may be, in need of community care or services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is, or may be, unable to take care of him / herself or unable to protect him / herself against significant harm or serious exploitation. (Care Act 2014)

Abuse / harm can be defined as follows:

- Physical abuse
- Neglect
- Sexual abuse
- Psychological or emotional abuse
- Financial abuse
- Discrimination
- Organisational / Institutional abuse
- Domestic abuse
- Modern Slavery
- Self-neglect
- Risk of Radicalisation
- Honour pressures / abuse
- Religious / Spiritual abuse

This list is not exhaustive, types of abuse and their definition in adults and children is included in appendix one.

**Statement of Intent:**

OCD Action is committed to keeping children, young people and Adults at Risk safe by:

- valuing, listening to and respecting everyone. OCD Action is aware that some individuals may have issues with communicating their experiences and they will be fully supported to be 'heard' and understood in the most appropriate manner for them.
- having a clear belief that all children and adults, regardless of age, disability, gender, racial or ethnic origin, religious beliefs and sexual identity have a right to be safe and to protection from abuse.
- promoting the empowerment, wellbeing, security and safety of children and adults at risk of abuse consistent with their rights, mental capacity and personal choices.
- Ensuring that all employees and volunteers are aware of the policy and procedures, in order to recognise and respond to concerns or allegations of abuse.

- Notify the appropriate agency if abuse is identified or suspected, in a timely manner, and involving adults and children appropriately.
- Support staff and volunteers who report concerns
- having a named Safeguarding Lead in place. This Safeguarding Lead will be the first point of contact and will assist with making a statutory referral as required.

The current OCD Action Safeguarding Lead is:

**Leigh Wallbank (CEO)**

- recruiting staff, volunteers and trustees safely, and ensuring all necessary checks are made. DBS (Disclosure and Barring Service) checks will be carried out as required for any staff, volunteer or trustee undertaking work for OCD Action.
- Providing an induction programme for all new volunteers, staff and trustees with appropriate training to enable all personnel to undertake their roles safely and confidently, and ongoing updates to training as required.
- having a clear procedure for the appropriate sharing of information following any direct disclosure, concern or suspicion that an individual is suffering from harm or abuse. This will be regularly reviewed to ensure best practice.
- ensuring that all staff, volunteers and trustees are empowered to report any Safeguarding concerns they may have about a colleague, (Whistleblowing) without fear of retribution or negative consequences for their role or position.
- understanding that a person sharing their intrusive thoughts to gain support is **not** indicating that this is their planned or current behaviour and that there is no evidence of a person with OCD ever enacting an intrusive thought.

**Failure to report suspected harm or abuse in line with the procedures contained within this document may be regarded as colluding with the harm or abuse and be in breach of the OCD Action code of conduct.**

#### **Dealing with Safeguarding:**

There are a variety of ways that an OCD Action staff member, volunteer or trustee might uncover a situation that causes a potential Safeguarding concern:

- A Child, Young Person or Adult at Risk may talk about a situation that they are experiencing – either directly or indirectly
- A friend or family member may report a situation
- A staff member, volunteer or trustee may observe an actual incident or abuse

Regardless of how the Safeguarding situation is discovered, it must immediately be addressed following the agreed procedure outlined in this document.

## OCD Action Safeguarding Procedure

### Immediate Emergency Safeguarding Action:

All staff, volunteers and trustees of OCD Action are aware that **Immediate Action** may be necessary at any stage during their involvement with children, young people and Adults at Risk.

In all cases it is vital to take whatever action is needed to Safeguard the individual concerned.

- Assess the situation – is there a risk of significant harm? If so, other professionals will need to be contacted.
- For adults their consent should be obtained before any other professional is involved. Except when the adult lacks mental capacity to make the decision and their wellbeing is at risk or the risk of significant harm to a vulnerable adult or others is imminent. If consent is not given to contact the emergency services and time allows you should contact the safeguarding lead for advice before making this call. **If there is an immediate risk of significant harm, always call the emergency services even before contacting the safeguarding lead.**
- If emergency medical attention is required this can be secured by calling an ambulance (dial 999) without delay.
- If a child or adult is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via their powers to use Police Protection. They can also detain an adult for assessment by Mental Health Professionals if required.
- The Safeguarding Lead for OCD Action will need to be informed **immediately** so that they can monitor the situation and ensure that correct procedure is followed.

Staff, Volunteers and Trustees will:

- listen carefully to any child, young person or adult making a disclosure. They will not directly question them.
- give them time and undivided attention. They will not hurry them. The child, young person or adult will be encouraged to share their account of events in a spontaneous manner, without interruption of their free recall or disclosure.
- record an accurate statement of the information given. Care will be taken to record the time, date, setting and any other people present, the child or adult's presentation as well as what was said. This will be kept securely as it may later be needed as evidence.
- use the actual words shared by the child, young person or Adult at Risk in the recording, as much as possible.
- not offer confidentiality. If possible and appropriate staff, volunteers and trustees will explain that they are going to have to share this information to keep the individual safe.
- explain, as much as possible or appropriate, what they are going to do next and what will need to happen to keep the individual safe, at least in the immediate future.
- reassure the individual concerned that they have done the right thing in talking about their situation / experiences. They will reassure the child, young person or adult that

they have done nothing wrong in coming forward, especially as they may be feeling very anxious about the next steps or action to be taken.

**Dealing with a Concern rather than a Disclosure:**

- Staff, volunteers and trustees will share any specific concerns that they have regarding the Safeguarding of an individual. This also applies to the Safety and wellbeing of another staff member, volunteer or trustee, who are all also fully covered by this OCD Action Safeguarding policy.
- Specific concerns or observations should be shared with the safeguarding lead or deputy safeguarding lead. All staff, volunteers and trustees should have the contact details of the safeguarding lead and deputy Lead.
- It is recognised that sharing safeguarding concerns can be daunting and therefore in order to promote safeguarding within OCD Action provision is made for an initial discussion to be held regarding a safeguarding concern with an individuals nominated line manager or shift manager/lead to process the concern and support them in taking the required next steps.
- If the Safeguarding Lead is implicated in the Safeguarding concerns about another individual, then this initial discussion will be with OCD Action's Chair of Trustees.
- Following guidance from either the Safeguarding Lead or the alternative as necessary, a referral may be made to the relevant Authority, including Mental Health Team, Prison Authorities, police service or social services.
- Any decisions made to inform, or not act further, will be fully recorded with full reasons for this decision listed.
- When making a referral, the staff member, volunteer, trustee or Safeguarding Lead will provide as much information as possible. The unavailability of full information will not prevent an attempt to report the Safeguarding concern.
- The individual making the report will be prepared to provide their name and contact details and they will also take the same details from the officer/person that the concerns are reported to. This will be kept with all other notes about the situation. OCD Action has a Safeguarding Report Template to use in this situation and they will be completed.

- The Safeguarding lead will also keep notes of all reported Safeguarding incidents or consultations, any advice given and action taken. This chronological record will be kept securely and can be used as evidence if required.
- Any advice given by the Safeguarding Lead for dealing with either a concern or direct disclosure, must be followed by the staff member, volunteer or trustee. Failure to comply is a serious breach of the OCD Action Code of Conduct.

#### **Staff, Volunteer and Trustee Welfare:**

- Dealing with a Safeguarding concern and / or making a disclosure may have a significant effect upon an individual.
- OCD Action recognises this and actively promotes that the involved staff member, volunteer or trustee seeks support from their immediate manager as soon as possible after being involved with the incident, issues of confidentiality should be carefully considered during this debrief.
- This will allow the individual involved to debrief and address the physical or emotional impact that the situation had upon them.
- The Safeguarding Lead, due to the additional responsibility and involvement, may need to access supplementary external support over time. OCD Action is committed to providing this as required, ensuring the wellbeing of their staff, volunteers and trustees.

#### **Safeguarding and Professional Boundaries:**

- All OCD Action services and any interactions between staff, volunteers and trustees will be conducted to the highest professional standards – in an open and honest manner.
- Those working or volunteering for OCD Action will maintain boundaries to protect both themselves and services users – preventing a Safeguarding situation arising from the misuse of personal information or over familiarity.
- Staff, volunteers and trustees will not share their own (or others), personal contact details or social media details with anyone using the services of OCD Action.
- Staff, volunteers and trustees will not share personal information about their family and friends to any service user. However, OCD Action does recognise that it may be appropriate to demonstrate a genuine empathy and understanding of others. This will be done in a way that will prevent the identification and protect the details of family members and friends.



### **OCD Action Safeguarding Report**

- To be copied and used when required.
- Remember to date and sign each entry on the sheet – use additional sheets as necessary and secure them together. This record could be used as evidence.
- When the Safeguarding incident has been dealt with, ensure a full record is completed and kept securely in OCD Action Head Office. Remember to record any decisions made – especially overriding an individual’s wishes and the reason for this. If you believe that someone is in immediate danger or an individual lacks capacity at the time concern, then these are reasons to take action.

### **OCD Action’s Safeguarding contacts:**

- Safeguarding Lead, Contact: **Leigh Wallbank (CEO)**
- Dial 999 for an ambulance if emergency medical attention is required.
- Dial 999 for the police if a child or adult is in immediate danger.

**To support delivery of this document safeguarding procedures are in place for each service.**

## **Appendix One: Types of Abuse**

### **Adults**

#### **Physical abuse**

This includes hitting, slapping, pushing, kicking, restraint, and misuse of medication. It can also include inappropriate sanctions and restraint or restriction of movement.

#### **Neglect**

This includes ignoring medical or physical care needs ( for example relating to food, shelter, clothing or preventing access to, for example, glasses/hearing aids/dentures) and failing to provide access to appropriate health social care or educational services. It also includes the withdrawing of the necessities of life, including medication, adequate nutrition, and heating. It can also include not taking account of educational, social and recreational needs or isolating the person

#### **Sexual abuse**

This includes any sexual acts to which the adult has not consented, or was pressured into consenting to or the person lacks the capacity to consent to  
This can also include inappropriate looking or touching, sexual teasing or subjection to pornography or witnessing sexual acts or indecent exposure

#### **Financial abuse**

Theft of money or possessions, fraud or scamming ( including via the internet) It includes coercion and can also include the misuse or misappropriation of property, possessions, or benefits.

#### **Psychological or emotional abuse**

This can include enforced social isolation (, for example, preventing someone from accessing services and social opportunities) threats of harm or abandonment, removing means of contact or leaving someone unattended, humiliation, blaming, controlling, intimidation, coercion, harassment or verbal abuse, or withdrawal from services.

#### **Discrimination**

Discrimination is abuse that centres on a difference or perceived difference, particularly with respect to race, gender, disability, or any of the protected characteristics of the Equality Act. This can include for example actions such as denying access to communication aids, or not allowing access to an interpreter, signer or lip-reader or denying basic rights to healthcare on the basis of a protected characteristic.

#### **Organisational / Institutional abuse**

This includes neglect and poor care practice within an institution or specific care setting, such as a hospital or care home, or in relation to care provided in someone's home. It can include but is not limited to abusive and disrespectful attitudes towards people using the service, inappropriate use of restraints, a lack of respect for dignity and privacy, failure to manage residents with abusive behaviour, a lack of provision of food and drink.

#### **Domestic abuse**

Domestic violence and abuse is defined by the Government as any incident of controlling, coercive or 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. It includes psychological, physical, sexual, financial and emotional abuse, as well as 'honour'-based violence and forced marriage.

### **Modern Slavery/Trafficking**

This can include Human trafficking, someone being made to undertake work without pay (forced labour and domestic servitude). This can include sexual exploitation. This can also include Debt bondage which is being forced to work to pay off debts that realistically can never be paid.

### **Self-neglect**

This covers a wide range of behaviour, but it can be broadly defined as neglecting to care for one's personal hygiene, health, or surroundings.

### **Risk of Radicalisation**

The aim of radicalisation is to embed extreme views and persuade vulnerable individuals to the legitimacy of a cause

### **Honour pressures / abuse**

Honour-based abuse is a crime or incident committed with the motivation of protecting or defending the 'honour' of a family or community. There isn't one specific crime of honour-based abuse. It can involve a range of crimes and behaviours, such as:

- forced marriage
- domestic abuse (physical, sexual, psychological, emotional or financial)
- sexual harassment and sexual violence
- threats of physical and emotional violence and murder

### **Religious / Spiritual abuse**

Spiritual abuse occurs when a church leader inflicts abuse on congregation members, this can be by creating a toxic culture within the church or by controlling members using the power of their position. However, spiritual abuse can also occur within an intimate partner relationship.

### **Historical Abuse**

This is when someone who is now an adult talks of or recalls abuse from when they were under the age of 18.

## **Children**

### **Physical abuse**

This is any way of intentionally causing physical harm to a child or young person. It also includes making up the symptoms of an illness or causing a child to become unwell.

### **Neglect**

Can include neglecting a child's needs, such as food, clothing or shelter or may mean not ensuring that they are kept safe, given an education or that they are given the care they need. Neglect can also include ignoring, humiliating, intimidating or isolating a child or young person. Not giving a child proper health care also constitutes neglect.

### **Sexual abuse**

Is when a child or young person is forced into or tricked into sexual activities. Sexual abuse can happen anywhere, it can be in person or online. It's never a child's fault they were sexually abused.

### **Psychological or emotional abuse**

Is continual emotional mistreatment of a child. It can include: trying to scare, humiliate, isolate or ignore a child. While it can happen on its own, it can be part of other types of abuse which can make it more challenging to identify.

### **Domestic Abuse**

Domestic abuse is defined above. It is important to note that this can seriously harm children and young people and witnessing domestic abuse is child abuse.

### **Child Trafficking**

Trafficking is where a child or young person is tricked, forced or persuaded to leave their home and is moved or transported and then exploited, forced to work or sold. Children and young people are trafficked for many reasons including; sexual exploitation, benefit fraud, forced marriage, domestic slavery and forced labour.

### **Grooming**

Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Children and young people who are groomed can be sexually abused, exploited or trafficked.

### **Bullying and Cyber Bullying**

Bullying is behaviour that hurts someone else, physically and or emotionally. It can happen anywhere including in school, at home or online. It's usually repeated over a period.

### **Criminal Exploitation**

Is when a child or young person is manipulated and coerced into committing crimes. This can include by a gang, you can read more about this on the NSPCC's website; <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/gangs-criminal-exploitation/#criminal-exploitation>

**Online Abuse**

This is any abuse that happens via the internet, including by social media and online gaming.

**Female Genital Mutilation**

This is when girls or women's genitals are deliberately altered or removed for non-medical reasons.

## OCD Action Safeguarding Report

To be filed in the confidential safeguarding folder

Date and time this report was opened: \_\_\_\_\_

<b>Name and Job Title of the reporting Individual</b>	
<b>Details of the safeguarding concern</b>	
<b>Date and time the report was made</b>	
<b>Input / direction of the safeguarding lead</b>	
<b>Action to be taken and agencies to be contacted (including contact details) (if needed)</b>	
<b>Response of the agency (if relevant)</b>	
<b>Follow-up required ?</b>	
<b>Further risk assessment needed for service user / additional support required? Include overview</b>	
<b>Full Debrief and review undertaken ? include overview.</b>	
<b>Additional information attached to the report ?</b>	

**Signed Reporting Staff member**

\_\_\_\_\_

**Dated Reporting Staff Member**

\_\_\_\_\_

**Signed Safeguarding Lead**

\_\_\_\_\_

**Dated Safeguarding Lead**

\_\_\_\_\_