



# **Sandwich Bay Bird Observatory Trust**

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Registered  
Charity  
no. 289343

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## **SAFEGUARDING CHILDREN AND ADULTS AT RISK POLICY AND PROCEDURES**

### **1. Policy Statement**

Sandwich Bay Bird Observatory Trust acknowledges its duty of care to safeguard children and adults at risk and is committed to ensuring its safeguarding practices reflect statutory responsibilities and Charity Commission guidance. The policy recognizes that the welfare and interests of children and adults at risk are paramount and aims to ensure that they have a positive and enjoyable experience during participation in our activities in a safe environment and that they are protected from abuse.

#### **Purpose of the policy**

The policy is to provide protection for children or adults at risk and to provide guidance to staff on procedures they should adopt in the event that they suspect any harm or the risk of harm.

#### **Definition of children**

Those who have not yet reached their 18th Birthday.

#### **Definition of adults at risk**

An adult at risk is a person aged 18 or over who is in need of care and support regardless of whether they are receiving it, and because of those needs are unable to protect themselves against abuse or neglect.

#### **Definition of abuse**

Abuse is the violation of an individual's rights. It can be physical, sexual or emotional. It also includes acts of neglect or an omission to act. Examples of abuse include physical harm, threats, humiliation and harassment

No abuse is acceptable and some may be a criminal offence and must be reported to the police.

### **2. What Sandwich Bay Bird Observatory does to implement this policy:**

- we have a trained Safeguarding officer who reports to the Council of Trustees.
- we promote the safety and well-being of children and adults at risk and do not tolerate any form of bullying, harassment or sexually or exploitative acts by either employees or volunteers.
- we ensure everyone working with children and adults at risk understands their role and responsibilities in respect of safeguarding and are able to recognize and respond to signs of abuse and be appropriately trained.
- we ensure action is taken in the event of incidents or concerns.
- we keep confidential records of safeguarding concerns.
- we work with partner organizations such as R.S.P.B and Mencap to ensure consistent good practice.

- we DBS check all volunteers and employees who have unsupervised access to children, young people and adults at risk.
- we arrange periodic training for all volunteers and trustees and for the safeguarding officer.
- we ensure all unaccompanied work experience students are 18 years old or over.
- we revise the policy and procedures on a regular basis and at least annually.

### **3. Procedure in the event of a complaint or allegation of abuse.**

- (a) All complaints, allegations or suspicions must be taken seriously.
- (b) Assess whether emergency services are required and if necessary call them. Where there is a risk to life dial 999.
- (c) Be aware of the following do's and don'ts when speaking with a person who is making a complaint or allegation
- (d) Any suspicion, allegation or incident must be reported to the **Safeguarding Officer**, as soon as possible. If he/she is unavailable please contact the Deputy Safeguarding officer or one of the officers of the Trust. Telephone numbers of all these people are listed in the office. Remember that the person who first encounters a case of alleged harm or abuse **is not** responsible for deciding whether harm or abuse has occurred.
- (e) The Safeguarding Officer will establish whether this is a safeguarding matter or whether it should be dealt with by a different route. e.g. Complaints procedure
- (f) The Safeguarding Officer will refer any safeguarding issue to the relevant authorities.

#### **Staff member or volunteer should:**

- Stay Calm
- Listen patiently
- Reassure the person they are doing the right thing by telling you
- Explain what you are going to do
- Write a factual account of what you have seen or heard immediately.

#### **Staff member or volunteer should not:**

- Appear shocked, horrified, disgusted or angry
- Press the individual for details
- Make comments or judgements other than to show concern
- Promise to keep secrets
- Confront the abuser
- Risk contaminating evidence

**NB. A guide to identification of abuse is outlined in Appendix 1**

Although the trustees would prefer individuals to report concerns according to the agreed policy, it acknowledges that they are at liberty to contact the relevant authorities directly if they feel it is appropriate. SBBOT recognizes that WEX and PHOENIX and MENCAP have their own reporting processes.

**NB. Contact numbers are in Appendix 2**

## **Appendix 1 Identification of abuse**

### **Physical abuse signs**

Note: Some ageing processes can cause changes which are hard to distinguish from some aspects of physical assault e.g. skin bruising can occur very easily due to blood vessels becoming fragile.

- Bruises
- Finger marks
- Burns of unusual location or type
- Injuries found at different states of healing
- Injury shape similar to an object
- Injuries to head/face/scalp
- Accounts which vary with time or are inconsistent with physical evidence
- Drowsiness due to too much medication, or lack of medication.

### **Sexual abuse signs**

- Disclosure or partial disclosure (use of phrases such as 'It's a secret')
- Medical problems, e.g. Genital infections, pregnancy, difficulty walking or sitting
- Disturbed behaviour e.g. depression, sudden withdrawal from activities, loss of previous skills, sleeplessness or nightmares, self-injury, showing fear or aggression to one particular person, repeated or excessive masturbation, inappropriately seductive behaviour, loss of appetite or difficulty in keeping food down
- Behaviour of others towards the vulnerable adult
- Circumstances – e.g. two service users found in a toilet area, one in a distressed state

### **Psychological/emotional signs:**

- Isolation
- Unkempt, unwashed, smell
- Over meticulous
- Inappropriately dressed
- Withdrawn, agitated, anxious not wanting to be touched
- Change in appetite
- Insomnia, or need for excessive sleep
- Tearfulness
- Unexplained paranoia, or excessive fears
- Low self esteem
- Confusion
- Signs of personal activities and choices being controlled by another

### **Neglect signs**

- Physical condition poor
- Clothing in poor condition
- Inadequate diet
- Untreated injuries or medical problems
- Failure to be given prescribed medication
- Poor personal hygiene

### **Financial or material signs**

- Unexplained or sudden inability to pay bills
- Unexplained or sudden withdrawal of money from accounts
- Disparity between assets and satisfactory living conditions
- Extraordinary interest by family members and other people in the vulnerable person's assets

### **Discriminatory signs**

- Lack of respect shown to an individual
- Signs of substandard service offered to an individual
- Exclusion from rights afforded to others, such as health, education, criminal justice

## **Appendix 2 : CONTACT NUMBERS**

### **Safeguarding Officer:**

If the situation warrants reporting to an external agency ring:

- **KCC**

Adults 03000 41 61 61 (office hours)

Children 0300041 11 11

**Reporting abuse out of office hours**

**0300041 91 91**

In the event of an absolute emergency ring 999

For the NHS ring 111

- **NSPCC Helpline** 0808 800 5000

- **Samaritans** 116113

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