

Safeguarding policy for Children and Adults

Statement of intent

Colchester Korban Project (Korban) believes that everyone has the right to be safe from harm and must be able to live free from fear of abuse, neglect and exploitation. We will ensure all our staff, volunteers and trustees have a good knowledge of the issues of safeguarding, understand their responsibilities and are aware of our clear procedure when a protection issue is raised for a child or adult with care and support needs. We are committed to those in our care and to ensuring their rights and wellbeing are looked after while part of the project and when coming into contact with any of our representatives.

This policy complies with the following:

- [Southend, Essex and Thurrock Safeguarding Adult Guidelines](#)
- [Care Act 2014](#) and [Care Act statutory guidance](#)
- [Mental Capacity Act 2005](#) and [SET MCA policy and guidance 2018](#)
- Southend, Essex and Thurrock (SET) [Welcome to the Southend, Essex & Thurrock \(SET\)...](#)
- [Working together to safeguard children 2026](#): HM Government

Definitions

Korban will house and support young people between 16 - 25 years of age. This policy will use the definitions as follows:

Child – Any individual under the age of 18 years (Working together 2015)

Adult – adult safeguarding is to prevent harm and reduce the risk of abuse or neglect to adults with care and support needs. The statutory framework introduced under the Care Act applies to any person aged 18 or above who:

- Has needs for care and support (regardless of the level of need and whether or not the local authority is meeting any of those needs)
- Is experiencing, or is at risk of abuse or neglect, and
- As a result of those needs, is unable to protect themselves against the abuse or neglect or the risk of it.

All staff, volunteers and trustees representing Korban have a duty to promote the welfare and safety of any children and adults with care and support needs coming into contact with the project.

All staff and volunteers who have direct or indirect contact with residents will go through a recruitment, assessment and training process. This includes taking up references and an enhanced DBS check. They will also receive supervision and support commensurate to their role.

NB. DBS checks will be carried out on existing staff/volunteers every 3 years or for those registered with the update service, they will be checked on an annual basis.



While a part of the project, staff, volunteers and trustees may receive disclosures of abuse or observe children and adults with care and support needs who are at risk. This policy will enable those people to make clear and informed decisions about safeguarding risks.

The designated **Lead for Safeguarding** in the organisation is the current Chief Executive, Mark Wood who can be contacted on 01206 869533 / 07435 974356. The **Deputy Lead for Safeguarding** is Supported Housing Manager, Patsi Brown who can be contacted on 07708 764133. Nicky Sirett is the **Safeguarding Representative Trustee** who can be contacted on 01206 844402 / 07946 584233.

The role of the **Lead for Safeguarding** is to have an overview of all instances involving safeguarding concerns within the organisation. The Lead for safeguarding must be informed about any safeguarding issues, but the **Deputy Lead for Safeguarding** will be responsible for reporting safeguarding concerns and enquiries by following this policy. In their absence this will be the Lead for Safeguarding. The **Safeguarding Representative Trustee** should be made aware of any instances involving safeguarding concerns in the absence of the lead for safeguarding.

Korban embraces a culture within which staff and volunteers should feel safe to report incidences of poor or abusive practice. In accordance with statutory guidance, any concerns about the conduct of a member of staff should be referred to the Chief Executive, Mark Wood, 01206 869533 / 07435 974356, or in his absence the Chair of trustees, Nicola Sirett, who can be contacted on 01206 844402 / 07946 584233.

In the event that the Lead for Safeguarding, Deputy Lead and Chair of Trustees are implicated in any concerns or allegations, a referral can be made directly by following the reporting procedure below - Responding to a safeguarding concern involving a child (under 18 years) or Responding to a safeguarding concern involving an adult with care and support needs.

Refer to Korban's whistleblowing policy for more information.

Types of abuse

Korban is aware that abuse can come from any relationship and that the victim may encounter serious harm or exploitation from it. It may be a single act of multiple acts, it could be physical, verbal or psychological and also could be an act of neglect or omission.

The care act 2014 classifies the following as the main types of abuse:

Physical abuse - including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.

Sexual abuse - including rape and sexual assault or sexual acts to which the young adult has not consented, or could not consent 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, isolation or withdrawal from services or supportive networks.

Neglect and acts of omission - including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Financial or material abuse - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Discriminatory abuse - including race, sex, culture, religion, politics, that is based on a person's disability, age or sexuality and other forms of harassment, slurs or similar treatment, hate crime.

Organisational abuse – Organisational abuse although not a separate category of abuse in itself, requires specific mention simply to highlight that adults and children can be used by the practices of an organization. This can be especially so when standards and practices fall below an acceptable level as detailed in the contract specification.

Self-neglect – failure of an adult to take care of himself or herself that causes, or is reasonably likely to cause within a short period of time, serious physical, mental or emotional harm or substantial damage to or loss of assets.

Modern day slavery Including forced labour, bonded labour, descent based labour, trafficking, early or forced marriage and child slavery.

Domestic abuse - involves any single incident or pattern of conduct where someone's behaviour towards another is abusive, and where the people involved are aged 16 or over and are, or have been, personally connected to each other (regardless of gender or sexuality). The **abuse** can be physical, emotional, psychological, financial or sexual. Children are recognised as victims of domestic abuse in their own right if they see, hear or experience the effects of abuse between two personally connected individuals who are aged 16 or over.

Reporting procedure

Everyone must be protected from abuse and all concerns raised must be taken seriously. This procedure is to be followed to ensure that this is the case and that we are acting in the most appropriate ways of response.

Confidentiality must NOT be offered as this may pose a conflict in ensuring the safety and wellbeing of the individual concerned.



When an allegation is raised a full detailed report must be taken in writing as soon as possible. This report must include names, time and date (as close to the initial event as possible), name of person who is accused of the abuse and the person who has been subject to it. Details of any specific injuries observed should be noted (using a body map/outline if appropriate) and an account from the person involved. This information will be recorded locally on the OneNote system for all supported housing residents.

Responding to a safeguarding concern involving a child (under 18 years)

Any suspicion, allegation or incident of abuse must be reported to the **Lead for Safeguarding** or a **Deputy Lead for Safeguarding** on that working day where possible.

NB. In the event of being unable to contact the **Lead for Safeguarding** or a **Deputy Lead for Safeguarding** IF the child is at risk of significant harm, then call the Children and Families Hub on **0345 603 7627** and ask for the 'Priority line'.
Out of hours: (5pm – 8:45am Monday - Thursday, 4.15pm-9.00am Friday and Bank holidays)
Telephone: 0845 606 1212.

If there is an immediate risk of harm to a child then contact the Police on 999.

The **Lead for Safeguarding** or a **Deputy Lead for Safeguarding** will then need to report this by contacting the Essex Safeguarding Children Board (ESCB) by phone on **0345 603 7627** and asking to speak to the Children and Families Hub. Out of hours: (5pm – 8:45am Monday - Thursday, 4.15pm-9.00am Friday and Bank holidays) Telephone: 0845 606 1212.

The **Lead for Safeguarding** or a **Deputy Lead for Safeguarding** can then ask for the 'consultation line' for advice and guidance or the 'priority line' in cases where there is an immediate risk of significant harm.

This will usually be followed up by completing a 'Request for Support' form, when requested to do so by the Children and Families Hub.

It's important to remember the person who first encounters the abuse is not the person who will follow it through, as this will be the job of the professional cyp agencies following a report from the **Lead for Safeguarding** or a **Deputy Lead for Safeguarding**.

On receiving an allegation:

You must

- Make sure the person concerned is safe
- Contact the emergency services at the earliest convenience if appropriate
- Listen carefully
- Establish facts such as times, dates, names, descriptions
- Reassure
- Take any precautions to ensure preservation of any forensic evidence.

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- Explain the policy of confidentiality and do not promise full confidentiality
- Follow the procedure
- Inform the person involved of the procedure, so they are aware of what to expect, and that they will be kept informed

You must not

- Confront the alleged abuser
- Ask leading questions
- Be judgmental or offer your own opinion
- Be dismissive
- Investigate any further than to write an account
- Make any promises
- Investigate further, alone
- Elaborate on the facts
- Panic

Responding to a safeguarding concern involving an adult with care and support needs

After recording the report on OneNote any suspicion, allegation or incident of abuse must be reported to the **Lead for Safeguarding** or a **Deputy Lead for Safeguarding** on that working day where possible (or as close to it, where not possible).

NB. In the event of being unable to contact the **Lead for Safeguarding**
Or a Deputy Lead for Safeguarding If the adult is at risk of significant harm, then call Essex Social Care Direct on **0345 603 7630** and ask for the 'Priority line'.

Out of hours: (5pm – 8:45am Monday - Thursday, 4.15pm-9.00am Friday and Bank holidays)
Telephone: 0845 606 1212.

If there is an immediate risk of harm to a child or adult then contact the Police on 999.

The **Lead for Safeguarding** or a **Deputy Lead for Safeguarding** will then need to telephone and report the matter to Essex Social Care Direct by calling 0345 603 7630. A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the relevant local authority adult social services department within 24 hours via the social care portal, <https://www.essexsab.org.uk/reporting-concerns>

The adult should be aware of the referral and involved in the safeguarding process.

It's important to remember the person who first encounters the abuse is not the person who will follow it through, as this will be the job of the professional adult agencies following a report from the **Lead for Safeguarding** or a **Deputy Lead for Safeguarding**.

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Managing Allegations against staff

All staff members are made aware of the boundaries of appropriate behaviour and conduct through the Code of Conduct and disciplinary rules. Korban works in accordance with statutory guidance and any concerns about the conduct of a member of staff should be referred to the Chief Executive, Mark Wood, 01206 869533 / 07435 974356.

This role is distinct from the designated safeguarding lead as the named person should have sufficient status and authority in the project to manage employment procedures. Staffing matters are confidential and Korban operates within statutory guidance around Data Protection. Where the concern involves the Chief Executive, it should be reported direct to the Chair of Trustees.

SET procedures and guidelines (ESCB / ESAB, 2019) require that, where an allegation against a member of staff is received, the Chief Executive or Chair of Trustees must inform the duty Local Authority Designated Officer (LADO) lado@essex.gov.uk or 03330 139 797 within one working day. However, wherever possible, contact with the LADO will be made immediately as they will then advise on how to proceed and whether the matter requires police involvement. No investigation will be undertaken until advice from the LADO has been received.

Confidentiality

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Please also read our Confidentiality policy in conjunction with the information below.

Safeguarding concerns raise issues of confidentiality which must be clearly understood by all.

Staff, volunteers and trustees have a professional responsibility to share relevant information about the protection of children and vulnerable young adults with other professionals, particularly investigative agencies and social services. Clear boundaries of confidentiality will be communicated to all parties. If a disclosure is made to staff, volunteers or trustees with a request that it be kept a secret, it is important that the person disclosing the information be advised of the responsibility to report the allegation to other relevant professionals but also that it will be done sensitively and only to those that Need to know. Where possible, consent must be obtained from the adult or child before sharing personal information with third parties.

Ongoing support and learning

Following a safeguarding concern, safety (risk) assessments of Korban supported housing residents will be updated to reflect any safeguarding issues and necessary actions within 5 working days, or 24 hours in the case of an emergency.

Safeguarding incidents are discussed in team meetings and one-to-one supervision provided when necessary.

Records

All records regarding safeguarding issues must be kept for a minimum of 75 years, this should be reviewed in 2033 when Korban will have been in existence for 25 years. Files with Safeguarding issues will be marked with a yellow sticker and the whole file will be kept. Electronic files will be saved in a separate e-folder and a spreadsheet with list of resident files kept for safeguarding will be maintained.

Training

Training will be provided during induction and every 3 years or earlier to include both child and adult safeguarding, to ensure that all staff and volunteers are aware of these procedures. Ongoing training will be provided to staff every 4 weeks in team meetings and trustees will undertake specialist trustee training every 3 years. Specialist training at level 3 will be provided for the members of staff with safeguarding responsibilities. This will be the **Lead for Safeguarding and Deputy Lead for Safeguarding**. Where possible this will be every 3 years.

Disclosure and barring checks

Korban will ensure they hold or obtain current Disclosure and barring checks in line with current legal requirements for any staff, trustees or volunteers who have direct unsupervised contact with any children and adults with care and support needs who are receiving assistance from the

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project. Korban is currently signed up to the service provided by Essex County Council. Third party checks will be undertaken to ensure that professionals from other agencies coming to deliver a group project with young people at Korban have been safely recruited.

In addition, we will refer to the safer recruitment guidelines set out in both the Essex Safeguarding Children and Safeguarding Adults Boards to ensure we are maximising on our commitment to safeguard our residents.

Children's guidance

<https://www.escb.co.uk/working-with-children/safer-recruitment/>

<https://www.escb.co.uk/media/3331/concern-for-a-child-or-yp-flowchart-oct-2024.pdf>

<https://www.escb.co.uk/media/3322/effective-support-october-2024-final.pdf>

Adults' guidance

<https://www.essexsab.org.uk/sites/default/files/2023-07/set-safer-recruitment-guidance-dec21-pdf.pdf>

This policy should be read in conjunction with the following policies:

- E-safety Policy
- IT Policy
- Safer Recruitment Procedures (staff and volunteers)
- Whistle blowing Policy
- Social media Policy
- Code of Conduct,
- Procedure for recruitment of ex-offenders

Policy review

This policy should be reviewed every **year** or when there is a change to the person responsible for safeguarding. Or, in addition, at such a time when any relevant changes are made to the current legislation relating to the safeguarding of children and/or vulnerable adults.

Additional Information

We suggest all staff, trustees and volunteers working with adults with care and support needs read the [SET SAFEGUARDING HANDBOOK](#) produced by **Essex Safeguarding Adults Board**

And '*What to do if you're worried a child is being abused: Advice for practitioners*' produced by the Government. A copy can be viewed in the registered Korban office or via this link

[What to do if you're worried a child is being abused - GOV.UK](#)

Also we suggest all staff, trustees and volunteers working with adults with care and support needs refer to the Essex Safeguarding Children Board website www.escb.co.uk for further guidance and updated news.

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Created: June 2017 (to replace Child Protection policy)

Version control introduced from 6/1/25

Version	Date	Version Created By:	Version Approved By:	Comments
1	7/2/25	N. Sirett	Trustees	Several changes including: - updated details - process for junior staff when on call - third party checks re visiting professionals delivering a group activity.
2	29/4/26	M. Wood	Trustees	Updated links for SET and Working Together 2026 and contact info for deputy lead Pg 8 Training requirements for staff made explicit with a minimum of renewal every 3 years