**Daring to Dream Safeguarding Policy**

## 1. Introduction and purpose

Daring to Dream will not tolerate the abuse of adults or children in any of its forms and is committed to safeguarding adults and children from harm. This policy sets out how Daring to Dream operates to prevent abuse, neglect or harm affecting adults/children who encounter the charity and who are at risk of abuse or neglect, keeping them safe from harm.

This policy outlines the steps Daring to Dream will make to safeguard children and adults if they are deemed to be at risk. This policy sets out the roles and responsibilities of the Charity in working together with other professionals and agencies in promoting the adult's or child's welfare and safeguarding them from abuse and neglect. Although we work primarily with over 16-year-olds, anyone 16 – 18 years old is a child in the eyes of the law, and many of our adult beneficiaries and our adult trustees and volunteers will have children in their immediate family. We also operate across healthcare settings which may include some contact with people of all ages, and young carers, in particular.

We have a Duty of Care to all our volunteers and beneficiaries. We are committed to the protection and safety of adults at risk and children whether they are volunteers and/or participants in our activities. We will protect and support the volunteers who work with us as well as the beneficiaries of our services.

All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. Children's legislation includes the Children's Act 1989 and 2004. Safeguarding in Wales is driven and defined by the Social Services and Well-Being (Wales) Act 2014 (https://socialcare.wales/hub/sswbact) and guidance for all workers, paid or unpaid, across all settings is provided in the Wales Safeguarding Procedures by app at https://www.safeguarding.wales/ It is recommended that all frontline workers with direct contact with individuals at risk and with specific safeguarding responsibility access the app for reference and compliance.
This policy has been developed in line with the

- Social Services and Well-being (Wales)Act 2014
- The Wales Safeguarding for children and adults at risk of abuse and neglect Procedures (2019)
- Safeguarding Children: Working Together under the Children Act 2004
- Regulation and Inspection of Social Care (Wales) Act 2016
- Prevent Duty 2015
- Children (Abolition of Defence of Reasonable Punishment) (Wales) Act 2020
- Domestic Abuse Act 2021
- Female Genital Mutilation Act 2003.


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

Safeguarding means preventing and protecting children and adults at risk from abuse or neglect and educating those around them to recognise the signs and dangers. Safeguarding is everyone's responsibility. For our safeguarding policy to be effective every volunteer who supports us whatever their role, will play their part in keeping people safe.

## 2. Definitions

**Abuse** is defined as physical, sexual, psychological, emotional, or financial abuse (and includes abuse taking place in any setting, whether in a private dwelling, an institution, or any other place

### Adult at risk of abuse or neglect

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to Social Services and Well-Being (Wales) Act 2014:
Describes anyone over 18 years of age who is experiencing or is at risk of abuse or neglect and has needs for care and support (whether or not the authority is meeting any of those needs), and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

### Children and young people at risk

This describes an individual under the age of 18 years who is experiencing or is at risk of abuse, neglect, or other kinds of harm; and who has needs for care and support (whether or not the authority is meeting any of those needs). When a child has been reported under section 130 of the Social Services and Well-being Act 2014, the local authority shall make, or cause to be made, such enquiries as they consider necessary to enable them to decide whether they should take any action to safeguard or promote the child's welfare under section 47 of the Children Act (1989).

### Position of Trust

People can be considered to be in a 'position of trust' where they are likely to have contact with adults with care and support needs of children as part of their employment or voluntary work, and where the role carries an expectation of trust, and the person is in a position to exercise authority, power, or control over an adult/ child(ren).
The legal boundaries for an adult in a position of trust working/volunteering with a young person prohibits them from entering onto a sexual relationship with the young person, even if they are 16 years old and older and able to consent to sexual activity. The adult could face criminal charges under the Sexual Offences Act and under the extension created by the Police, Crime, Sentencing and Courts Act 2022 which now


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

includes roles delivering coaching, teaching, training, supervising, or instructing in a sport or a religion, knowingly, to young people on a regular basis.

**3. Persons affected by this policy**

- All volunteers and trustees
- All beneficiaries
- All visitors and contractors

**4. Our Policy**

- Daring to Dream has a zero-tolerance approach to abuse.

- There are no excuses for not taking all reasonable action to protect adults at risk and children from abuse, exploitation, radicalisation, and mistreatment.

- Daring to Dream recognises that under the Social Services and Well-Being (Wales) Act 2014 it has a duty to promote the well-being of people with care and support needs, extending to providing for the care and protection of adults who are at risk of abuse. It is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

- The welfare of the child and/ or adult at risk is paramount and all children and adults have the right to protection from abuse.

- We are committed to working with appropriate agencies to ensure the reporting of abuse is appropriate and in line with regional practices and national guidance e.g. https://gov.wales/working-together-safeguard-people-code-safeguarding-practice.

- Also, to follow Charity Commission requirements which hold the Board ultimately and collectively responsible for safeguarding and for the timely submission of a serious incident report if this should be required e.g. should someone suffer harm due to the actions or lack of action on the part of Daring to Dream: https://www.gov.uk/government/collections/5-minute-guides-for-charity-trustees
https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity

- To comply with Information Sharing guidance, holding all personal and sensitive information collected during the business of Daring to Dream safely and securely, acting within the consent of each individual and deleting material once it is no longer required for our purposes. Information we hold will only be shared for the process of keeping people safe, in line with their views, wishes and feelings, where appropriate.


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

- Where a concern needs to be reported or an individual discloses, we will inform them of the procedure we will follow, keeping them informed at every stage. If personal information is required to be shared then we will seek the consent of any individual before sharing the personal information within a safeguarding report, unless these exceptions apply: where the individual is under the undue pressure of another who, through threat or coercion, attempts to discourage their consent; where the likely perpetrator has contact with similarly at-risk individuals; to prevent or report a crime. In each case, we will inform the individual of the actions we are taking and what the next steps will be

- If any individual has communication needs or requires support to participate fully in their own safeguarding, we will support them to identify a suitable informal advocate (not implicated in the safeguarding situation) or will initiate a referral to the local authority to provide an Independent Professional Advocate for the individual.

- We will create an environment where volunteers feel able to raise safeguarding concerns and feel supported with their safeguarding responsibilities

- All volunteers are given an induction to the organisation, which includes awareness of their safeguarding responsibilities and procedures to be followed if they have a safeguarding concern

- Appropriate Safeguarding training is provided to trustees and volunteers relevant to their role as part of their induction; and they have a safeguarding refresher course every two years. Trustees will receive additional training at induction on their role and responsibilities in regard to safeguarding.

- All volunteers are required to report any suspected abuse and be aware of the appropriate reporting and support procedure for safeguarding including the reporting of people at risk of the following:
    - **Prevent Duty**

      At Daring to Dream, we look at wider safeguarding duties to protecting children and vulnerable adults from the risk of radicalisation. In the exercise of our function, we have due regards to the need to prevent people from being drawn into terrorism. This duty is known as the Prevent duty. General safeguarding principles apply to keeping children safe from the risk of radicalisation as set out in the relevant statutory guidance.
      All trustees should complete the UK Government's PREVENT Awareness training online (40mins), and our Designated Safeguarding Lead will also have completed the Referral course online.

      *Procedures*


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

- Follow the normal safeguarding procedures, including discussing with designated safeguarding lead.
- In Prevent priority areas, the local authority will have a Prevent lead who will also be contacted to provide support.
- If necessary, the local police force or 101 (the non-emergency number) will be contacted to talk in confidence about concerns and help to gain access to support and advice.

Concerns can be raised by email to counter.extremism@education.gsi.gov.uk

https://www.gov.uk/government/publications/prevent-public-knowledge-and-interactions

- **Upskirting**
  Upskirting involves taking a picture of someone's genitals or buttocks under their clothing without them knowing, either for sexual gratification or in order to humiliate or distress the individual. This is a criminal offence, and any such action would be reported following our reporting procedures

- **Child abuse linked to faith or belief (CALFB)**
  Child abuse linked to faith or belief (CALFB) can happen in families when there is a concept of belief in:

- Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- Ritual or multi murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies
- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

  This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune.

- **Safeguarding those who are vulnerable to exploitation**
  All volunteers will be provided with the awareness of safeguarding issues that can put children and vulnerable adults at risk or harm. Behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education, and sexting put children and vulnerable adults in danger.


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

- **Child Criminal Exploitation (CCE)**
  Child criminal exploitation (CCE) can be described where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.
  Children are criminally responsible from the age of 10 years in England and Wales, and children much younger than 10 years have been the victims of CEE. A swift response and reporting can prevent a child gaining a criminal record from a very early age, as well as preventing the abuse caused by being exploited by adults.

- **County lines**
  The National Crime Agency (NCA) describes county lines as a term used to describe gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone lines or other form of 'deal line'. Customers will live in a different area to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment.
  They are likely to exploit children and vulnerable adults to move the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.
  Signs that a child may be involved in county lines could be a change in behaviour, suddenly having more money or possessions, change in friendship group, withdrawing from family life, sudden change in appearance, unexplained physical injuries, staying out late or a lack of interest in school and previous positive activities.

- **Cuckooing**
  Cuckooing is a form of county lines crime in which drug dealers take over the home of a vulnerable person in order to criminally exploit them as a base for drug dealing, often in multi-occupancy or social housing properties. Signs that this is happening to a family property may be an increase in people entering or leaving the property, an increase in cars or bikes outside the home; windows covered, or curtains closed for long periods, family not being seen for extended periods; signs of drug use or an increase in anti-social behaviour at the home.
  If we recognise any of these signs, we will report our concerns as per our reporting process.

- **Female genital mutilation (FGM)**


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

FGM can also be known as Female Genital Cutting. FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother and/or death (definition taken from the Multi-Agency Statutory Guidance on Female Genital Mutilation).
The procedure may be carried out shortly after birth and during childhood as well as adolescence, just before marriage or during a woman's first pregnancy and varies widely according to the community. FGM is child abuse and is illegal in the UK.

- **Breast ironing /flattening**
  Breast ironing also known as 'breast flattening' is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage.
  Breast ironing/flattening is a form of physical abuse and can cause serious health issues.

  Any concerns about a child or family, will be reported to the children's social care team in the same way as other types of physical abuse.

  If any volunteer has any concerns regarding Honour-based violence such as Forced Marriage and Female Genital Mutilation (FGM) then they should report this immediately to the Designated Safeguarding Lead, who should raise the concern with the Local Police Safeguarding Unit by email or by phone.
  Daring to Dream will never attempt to intervene directly with such matters and as these are criminal matters the Police will undertake any investigation. However, the designated safeguarding lead will co-operate and liaise with the Police and other relevant agencies.
  Staff potentially only have one chance to speak to potential victims. Therefore, action will be taken without delay.

- All Volunteers must be clear on appropriate behaviour and responses and follow our agreed Code of Conduct/ Behaviour. Where appropriate, failure to maintain standards will be dealt with using Daring to Dream's Complaints Procedures. Any allegations which suggest an individual is unsuitable to work with adults at risk or children will be reported to the Local Authority


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

Designated Officer in compliance with Section 5: Wales Safeguarding Procedures (https://www.safeguarding.wales/adu/index.a5.html).

- All volunteers who come into contact with adults at risk of abuse, and children and their families as part of their Daring to Dream duties will be alert to possible signs of abuse and consider whether there may be safeguarding concerns. They will discuss their concerns with the Designated Safeguarding Lead, to get appropriate support.

- Daring to Dream has in place a Whistleblowing policy that aims to help the Trustees and volunteers to raise any serious concerns they may have about colleagues or the Charity with confidence and without having to worry about being victimised, discriminated against, or disadvantaged in any way as a result.

  See also *Whistleblowing policy*

- Daring to Dream employs the Services of an external Designated Safeguarding Lead – Jane Weale (external consultant) and her contact details are:

  T: 07969 306176

  E: jane.weale@icloud.com

- The Designated Safeguarding Lead for Daring to Dream will fulfil their safeguarding responsibilities in a way that ensures that adults and children are safeguarded from harm. They will be appropriately trained for the role and remain up to date on all legislative changes and practice. The Designated Safeguarding Lead is responsible for following up and reporting any suspected reports of abuse.

- Appropriate recruitment of trustees, volunteers and contractors is in place including policies on when to obtain a Disclosure and Barring Service (DBS) check, and how to risk assess against any content on a DBS certificate. Any volunteers or contractors that are undertaking any work on behalf of Daring to Dream and have face to face contact with vulnerable adults or children, are required to have a DBS check.

- Where volunteers are placed into regulated activity, Daring to Dream has a duty to report such individuals to the DBS should they pose a threat of harm to a person in their care (https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs)


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

- Although the Board of Trustees have overall responsibility for safeguarding, board member (Simon Babar) will have leadership responsibility for Daring to Dream's safeguarding arrangements, working with the Designated Safeguarding Lead (DSL) to ensure that policies are fit for purpose, regularly reviewed, and signed off for implementation following each amendment; that practice follows all reasonable best guidance as proportionate to the capacity of Daring to Dream, to endeavour to keep everyone safe.

- This policy and safeguarding practices will be reviewed annually by the Board or following an incident, or a change in the law.

**Digital safeguarding**

This section of the policy specifically covers all Daring to Dream online and digital activities, plus all digital activities undertaken on behalf of Daring to Dream. We are committed to the welfare and safeguarding of all beneficiaries, and volunteers both offline, and online. And as part of this we believe it is important we can demonstrate best practice in digital safeguarding. This section of our Safeguarding Policy sets out the expectations for all clients, volunteers, associated contractors, third party providers and users to ensure the protection of children, young people, vulnerable adults and volunteers online.

Digital use includes but is not limited to email; social media channels (such as Facebook, X, YouTube, Instagram, WhatsApp, Tok-tok, LinkedIn Blue Sky); all blogging platforms; volunteer platforms; and other digital platforms such as Google Hangouts and Zoom; all ICT devices (including phones) and internet connectivity that is provided by Daring to Dream.

We are constrained by the terms of service of third-party social media providers in our approach. We promote safe use, but we also recognise that some issues will only be able to be handled by the service provider and the user themselves.

It is our responsibility to raise concerns and report online incidents that happen inappropriately, using this policy and its procedures.

**What do we mean by digital safeguarding?**

Digital safeguarding means: 'the protection from harm in the online environment through the implementation of effective technical solutions, advice and support and procedures for managing incidents'.

This means protecting our clients and volunteers from online harms such as:
· Online bullying and harassment
· Sexual exploitation and grooming online


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

· Discrimination and abuse on the grounds of any protected characteristic
· Sharing of illegal and inappropriate imagery
· Cyberstalking
· Impersonation and hacking
· Disinformation and misinformation
· The oversharing of personal information

**The Law**

Daring to Dream adheres to all relevant UK laws relating to users of our digital platforms, third party social media and the use of our ICT equipment.

Relevant laws include:

· Protection from Harassment Act 1997
· Malicious Communications Act 1988
· Communications Act 2003
· Sexual Offences (Amendment) Act 1992
· Computer Misuse Act 1990
· The Equality Act 2010
· Serious Crime Act 2015
· Data Protection Act 2018

This list is not exhaustive. We review any changes in legislation to make sure we are compliant.

**Breaches in this Policy**

Any breach of this policy by volunteers will be managed under *the Trustee Recruitment Policy and the Volunteering Policy*.

**Digital safeguarding principles**

To uphold these principles our volunteers, and beneficiaries must:

- Ensure that social media accounts are set up appropriately.
- Make it clear on personal social media accounts using disclaimers that their views, thoughts and opinions are personal and not reflective of Daring to Dream policies, procedure, or guidance. *See social Media Policy*
- Make sure that technical solutions are in place to reduce access to inappropriate content on devices owned or used by Daring to Dream. These could be filtering or monitoring software for example parental controls.
- Ensure the correct permissions are in place before taking and using photographs on mobile devices.
- Delete pictures after the event and in accordance with the Daring to Dream privacy policy.


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

Make sure that they have parental permissions before contacting any child under 14 years of age, even if they have contacted you first.
- Make every effort to ensure that children understand why and how they must use social media responsibly and safely using the appropriate privacy settings.

Daring to Dream will:

- Ensure our projects, activities, and programmes support all our beneficiaries, and volunteers to stay safe online.
- Use best practice digital safeguarding for technical solutions, processes, and procedures.
- Help our volunteers to support members in being effective online.
- Take best practice action when a digital safeguarding incident occurs.
- Support and train appropriate volunteers in digital safeguarding.
- Have appropriate links with key organisations to raise awareness and refer and report incidents.
- Risk-assess all projects, initiatives, programmes, activities, services, and campaigns to make sure appropriate digital safeguards are in place. Removing and blocking offensive posts, comments, and imagery.
- Supporting and advising beneficiaries and volunteers about how to block, and remove offensive posts, comments, and imagery.
- Supporting beneficiaries and volunteers to block and report online bullying.
- Supporting volunteers to remove users who break these rules.
- Supporting beneficiaries and volunteers, when an online bullying incident occurs.
- Report allegations to police and support others to report to the police.
- Signposting users to additional support services.
- Referring victims of online abuse to additional support.

**Related policies:**
*Cyber Security - in development*
*Data Protection Policy*
*Social media- in development*

| Date | Changes made | Review date |
|---|---|---|
| March 2022 | Substantial upgrade | Approved July 2022 |
| March 2025 | Addendum added on digital safeguarding | March 2026 |
| October 2026 | Policy reviewed and updated | October 2026 |
| August 2027 | Policy reviewed and updated | |


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

On adoption of policy: 26-7-22
Name: Barbara M Chidgey
Signature: 

Role: Chair

**Appendix 1: The safeguarding process.**

**Adults & Children**

**The procedure**
There are two routes:
**Route 1:** A disclosure about an adult/child – safeguarding an individual
**Route 2:** A disclosure about professional abuse – reporting poor practice or professional misconduct which has safeguarding implications by a worker/volunteer/practitioner for an Adult
**Route 2: Safeguarding Section 5 Allegations Made Against a Person in a Position of Trust for a Child**

**Route 1:** In the event of a volunteer having a concern/suspicion that an adult/child or young person has suffered abuse/neglect or if someone tells a member of volunteer that they or another adult/child is being abused / suffering neglect:

The volunteer will act without delay:

- Ensure that any immediate medical or protection needs are met (no consent is required to make a 999 call)
- Shows that they have heard what they are being told and that they take the allegations seriously.
- Encourages the individual to talk but does not prompt or ask leading questions.
- For children, avoid making anyone tell their story several times to different people.
- Explains what actions they must take (using agreed procedures).
- For adults, consent should be sought from the individual to proceed, as adults have the right to decide what happens next.
- For children they do not promise to keep what they have been told a secret or confidential. They will explain that they will share information only on a ‘need to know’ basis.
- Writes down, using the exact words, what they have been told and/or seen - this is done without delay and within 24 hours
- Makes a note of the date, time, place, and people present in the discussion
- Does not confront the alleged abuser


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

- Reports the concerns to the Designated Safeguarding Lead or in their absence the Operational Lead as soon as possible, but without delay.
- The written record is passed to the Designated Safeguarding Lead and kept safely and confidentially.

The Designated Safeguarding Lead reports the concerns immediately to the Duty Team in their area or after 5pm the Emergency Duty Team. Each Local Authority will have their own Duty Team and Daring to Dream has a list of all relevant numbers.

The Designated Safeguarding Lead then needs to email a safeguarding report form and email to the Duty Team.
Safeguarding report forms may be different for each local authority or Regional Safeguarding Board. A list of the boards can be found at Social Care Wales (safeguarding.wales). The Designated Safeguarding Lead will familiarise themselves with the forms required for each region. Core information on the person/s involved and the incident/s is common across all areas (see below, page 8). Daring to Dream can only supply the information we hold and that which is relevant to the safeguarding of the individual.

The need to seek advice should never delay any emergency action needed to protect an adult, child, or young person.

**Route 2:** If the behaviour of a colleague (including Trustees), adult (including members of the public) towards an adult:

It is important to differentiate between cases involving issues such as poor professional practice and cases that give rise to safeguarding concerns (including cases involving abuse of trust). Whilst the former may be handled through complaints procedures or other avenues, adult and child protection concerns should always be dealt with through local safeguarding procedures in line with this guidance and, in particular, the Wales Safeguarding Procedures and in particular, the guidance contained in https://gov.wales/sites/default/files/publications/2019-05/working-together-to-safeguard-people-volume-5-handling-individual-cases-to-protect-children-at-risk.pdf

The procedure as above (Route 2) is implemented

- The volunteer is informed, and written records of discussions and decisions are made in line with the Volunteer Policy.
- Consider alerting the Charity Commission regarding a serious incident report.
- The Board of Trustees considers the options for removal /suspension without prejudice from duty of the volunteer only as necessary to ensure safeguarding


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

pending decisions made at the Strategy Discussion, (which is arranged by Social Services under https://www.safeguarding.wales/chi/index.c5.html ).

- Daring to Dream representative attends any multi-agency meeting held (e.g., Strategy Discussion) and provides reports as necessary and appropriate.
- The Strategy Discussion considers risk associated with any allegation and should determine whether or not the allegations made against the volunteer are upheld. They may recommend the corresponding course of action regarding their future work with the Charity.
- A volunteer who was placed in regulated activity or likely to seek work in regulated activity will be reported by Daring to Dream to the Disclosure and Barring Service for barring consideration.
- Decisions are recorded in writing.
- The Designated Safeguarding Lead holds responsibility to ensure that protection concerns are taken seriously and followed through, remaining accountable for their role in the safeguarding process.
- Daring to Dream keeps an accurate, concise, and clear record keeping it in straightforward language to underpin good safeguarding practice.
- If an allegation is made against the Designated Safeguarding Lead, the above procedures will be followed with the duties of the Designated Safeguarding Lead being taken on by a designated Trustee.
- Daring to Dream arranges for retention, storage, and destruction of electronic and paper records of safeguarding matters that meet the relevant regulations (including Data Protection Act 1998, day-care regulations) and Social Services requirements where necessary.
- Daring to Dream, in consultation with the Strategy meeting/social services, will decide what should be shared with the victim/family/service users/funders/the public etc. in the interests of closure, transparency and reassurance.

The need to seek advice should never delay any emergency action needed to protect a child or vulnerable adult.

*Making the Referral (following Route 1 or Route 2)*

A referral to Social Services is made as soon as a problem, suspicion or concern about a child/adult becomes apparent, and at least within 24 hours. Remember, consent must be given by the vulnerable adult to report any information.
Outside office hours, referrals are made to the Social Services Emergency Duty Team or the Police.

The Duty Social Worker taking the referral is given as much of the following information as possible by the Charity's referrer:

- The nature of the concerns;
- How and why those concerns have arisen;


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

- The full name, address, and date of birth (or age) of the individual;
- For children: the names, addresses and dates of birth / ages of family members, along with any other names which they use or are known by;
- The names and relationship of all those with parental responsibility or care responsibility, where known
- Information on any other adults living in the household;
- Information relating to other professionals involved with the family or individual, including the GP and name of the child's school;
- Any information held on the individual's developmental/ care needs and his / her parents'/caregivers' ability to respond to these needs within the context of the wider family environment;
- Any information affecting the safety of staff.

If the Designated Safeguarding Lead remains concerned about an individual, they will re-refer the individual and/or bring this to the immediate discussion of the Social Services senior manager with responsibility for child or adult protection or for the area.
Following a safeguarding report made to a local authority, the local authority has 7 working days in which to give feedback to the reporter (ideally the DSP, and if not, the DSP should be named on the report). The DSP should request this feedback if it is not forthcoming.
Daring to Dream will identify a suitable contact, if not the DSP, to liaise with social services throughout any ongoing safeguarding case management, supply reports and relevant information, and attend multi-agency safeguarding meetings as required.
Ensure the ongoing safety and safeguarding of the individual, that they are fully informed of procedures and fully participative in their own safeguarding.
Consider whether there is cause to alert the Charity Commission regarding a serious incident report

**Route 2: Safeguarding Section 5 Allegations Made Against a Person in a Position of Trust for children**

**1. Purpose of the Process**
- Applies when safeguarding allegations or concerns arise about practitioners working with children, young people, or adults at risk.
- It is a safeguarding process, not a disciplinary one, and does not presume fault.
- Employer disciplinary procedures may run alongside or after this process.

**2. What Happens When an Allegation Is Made**
- All allegations must be referred to Social Services.
- An initial Strategy Discussion determines whether the Section 5 process is required.


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

- Section 5 strategy meetings are led by the LADO/DOS and attended by police, employer representatives, regulatory bodies, and social workers.
- Practitioners do not attend these meetings; employers share the practitioner's response.

**3. Information Sharing**

- Employers share information when safe and appropriate.
- Sometimes only limited information can be shared due to risk or ongoing investigations.
- The level of detail shared is reviewed regularly.

**4. Role Arrangements During the Process**

- Temporary changes to duties or contact may be made.
- These measures are risk-based, without prejudice, and designed to protect all parties.
- Adjustments may include alternative duties or other safeguarding arrangements.

**5. Support Available**

- Support may be provided by the employer, HR, union, professional body, legal adviser, and wellbeing services.

**6. Outcome Categories**

- **Substantiated:** Evidence supports the allegation.
- **Unsubstantiated:** Insufficient evidence either way.
- **Unfounded:** No evidence to support the allegation; may be refuted by other information.
- **Deliberately Invented/Malicious:** Clear evidence the allegation was intentionally false.

Practitioners receive written confirmation of the outcome and any transferable risks. Employers explain next steps and any further actions.

**7. Records, Complaints & Further Information**

- Records are kept according to policy.
- There is no appeal process.
- New information can trigger a review.
- Complaints can be made via the Section 5 complaints protocol.
- More information is available at safeguarding.wales

**Safeguarding records:**

Use clear, straightforward language;

- Are signed, dated, and timed;
- Are concise, legible and comply with professional standards and requirements;
- Are accurate in fact and distinguish between fact, opinion, judgement, and hypothesis;
- Are organised and include detailed recording and chronologies and summaries including all contacts;


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

- Are comprehensive;
- Clearly record judgements made and actions and decisions taken;
- Clarify where decisions have been taken jointly across agencies, or endorsed by a manager.
- Record both formal and informal supervision discussions.
- Record directions given and agreements or disagreements made in consultation with managers.

Daring to Dream representative attends any multi-agency meeting held (e.g., Strategy Discussion) and provides reports as necessary and appropriate.

- The Strategy Discussion considers risk associated with any allegation and should determine whether or not a member of staff will be suspended from duty without prejudice.
- Decisions are recorded in writing.


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

## Appendix 2 Designated Safeguarding Lead: Jane Weale

### Experience

I have been working in the Third Sector for over 20 years, in various roles. As part of much of my work I have worked with both adults and children where there was a need for me to undertake safeguarding duties and ensure that policies and procedures were put into place.

As a Centre Manager I was responsible for the volunteers we recruited to work on various projects, and this included young people. It was vital that those volunteers were safeguarded and also, they understood the need to safeguard others especially those working with children and young people. In this role I was the Designated Safeguarding Lead for the staff working with the volunteers. I was also responsible for the writing and reviewing the safeguarding policies relating to both children and adults.

I was a trustee and the registered responsible individual for a childcare provision for children with ASD and complex needs. As a CIW registered provision, I was responsible for ensuring we worked within the Welsh Government's minimum standards for childcare. I was responsible for ensuring all staff had been DBS checked, that safer recruitment practices were followed, and safeguarding training was undertaken by every member of staff. I was also the Designated Safeguarding Person for the organisation.

### Current Qualifications:

| | |
|---|---|
| Prevent Awareness | August 2025 |
| Making a Prevent Referral | August 2025 |
| Level 4 Safeguarding | August 2025 |
| Level 2 Safeguarding Children & Young People | April 2024 |
| Level 2 Safeguarding Adults | May 2024 |
| Level 3 Safeguarding Adults | July 2022 |
| Safer Recruitment for those in non-educational settings | March 2021 |

As you can see from the above qualifications, I am committed to keeping my qualifications up to date and ensuring I understand any new legislation that is


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

brought in. I attend any briefings on legislation as necessary. Any new procedures etc are immediately passed on to clients, and staff.

**Role description**

The Designated Safeguarding Person's role is to ensure that policies and procedures are followed and that staff/volunteers are trained and understand their role in respect to safeguarding. When issues or concerns arise the DSP's role is to put into place the reporting procedures and review procedures.

My role will be:

- First point of contact for staff/volunteers if a concern is raised.
- To ensure the person raising the concern is supported through the process and that they follow procedures.
- Ensure all relevant documentation is gathered.
- To determine if there needs to be a report made to the authorities and to make that report.
- If a complaint is made against a member of staff or volunteer to ensure the person is suspended and to undertake an investigation.
- To write a full report of the investigation and where there is a concern then to report to the authorities.
- To follow up any reports made and to attend any meetings if required.

**Reporting back to the board**

Any safeguarding issues or concerns will be reported to the board, however the information provided will not contain details due confidentiality. The Board will be notified of any outcomes to investigations and any recommendations, updates to the policy or changes in legislation.

**Fees**

£30 per hour for any work completed on your behalf.

**Contact Jane Weale Tele:** 07969306176
**Email:** jane.weale@icloud.com


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

**Appendix 3**
**Types and Signs of Abuse - Adults**

## Physical abuse

The most visible form of abuse by far is physical abuse. The most common forms of this abuse include hitting, slapping, kicking, throwing things, scalding and even suffocation. Much of this abuse goes unnoticed or unreported.

**Signs of physical abuse might include:**

- Unexplained or inappropriately explained injuries including:
  – Cuts or scratches to mouth, lips, gums, eyes or external genitalia.
  – Bruising to the face, torso, arms, back, buttocks, thighs, in various stages of healing.
  – Collections of bruises that form regular patterns which correspond to the shape of an object or which appear on several areas of the body.
  – Burns on unlikely areas of the body, e.g. soles of the feet, palms of the hands, back, immersion burns from scalding in hot water/liquid, rope burns, burns from an electrical appliance.
  – Fractures at various stages of healing to any part of the body.
- Exhibiting untypical self-harm.
- Medical problems that go unattended.
- Evidence of over/under-medication.
- Flinching at physical contact.
- Appearing frightened or subdued in the presence of particular people.
- Asking not to be hurt or repeating what the person causing harm has said such as – “Shut up or I’ll hit you”.
- Reluctance to undress or uncover parts of the body or wearing clothes that cover all parts of their body or specific parts of their body.

## Sexual abuse

This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

## Sexual exploitation

The sexual exploitation of adults with care and support needs involves exploitative situations, contexts and relationships where adults with care and support needs or a third person or persons, receive “something”, for example food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money as a result of performing sexual activities, and/or others performing sexual activities on them.


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

Sexual exploitation can occur through the use of technology without the person's immediate recognition. This can include being persuaded to post sexual images or videos on the internet or a mobile phone with no immediate payment or gain or being sent such an image by the person alleged to be causing harm. In all cases those exploiting the adult have power over them by virtue of their age, gender, intellect, physical strength, and/or economic or other resources.

**Signs of either abuse or exploitation might include:**

- Depression.
- Withdrawal from regular activities, unusually subdued, or poor concentration.
- Unexplained fear or anxiety.
- Urinary tract infections, vaginal infections or sexually transmitted diseases that are not otherwise explained.
- Experiencing pain, itching, or bleeding in the genital/anal area.
- Exhibiting significant changes in sexual behaviour or outlook.
- Torn, stained or bloody clothing and/or underclothing.
- A woman who lacks the mental capacity to consent to sexual intercourse becomes pregnant.

## Domestic abuse

The Home Office definition of domestic abuse is an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. This includes psychological, physical, sexual, financial, emotional abuse; so-called 'honour-based' violence; female genital mutilation; and forced marriage. The term Domestic Abuse is applied at age 16 years; under 16 years it is Child Abuse.

**Family members are defined as:**

- Mother.
- Father.
- Son.
- Daughter.
- Brother.
- Sister.
- Grandparents.
- In-laws.
- Step-family.

**Signs of domestic abuse might include:**

- Physical injuries (as described above in physical abuse).
- Making excuses for frequent injuries.
- Stress, anxiety or depression.


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

- Absence from work and/or social occasions.
- Personality changes such as being jumpy or nervous.
- Low self-esteem.
- Lack of self-respect or self-worth.
- Lack of independent communication.
- Self-blame.
- Increased alcohol or drug use.
- Lack of money.
- Damage to property.

## Emotional and psychological Abuse

**Psychological abuse** is typically characterised by distorting someone's sense of reality; this is also called gaslighting. The goal of the psychological abuser is to convince the victim that they are crazy or incompetent. A psychological abuser will distort facts with the intent of undermining their confidence and making them more pliable.
**Emotional abuse** is more wide-ranging and, some would say, encompasses psychological abuse. Emotional abusers aim to manipulate other people by undermining their self-esteem or resorting to coercive behaviours. Emotional abusers may be prone to shouting or name-calling. They may behave in a disparaging or patronising way to make you feel stupid or incompetent. They may withhold affection until they get their way. Some may go so far as to control the money or hold your things hostage so you will do what they want. They may invade your privacy by going through your things or reading your mail, email or text messages. The abuser often confines a person or isolates them by preventing them from having visits from family and friends or by denying them the chance to attend doctor or other personal care appointments.
Bullying, both in person and via social networking internet sites is a form of emotional and psychological abuse.

**Signs of emotional and psychological abuse might include:**
- Change in appetite.
- Low self-esteem.
- Deference.
- Passivity and resignation.
- Unexplained fear.
- Defensiveness.
- Ambivalence.
- Emotional withdrawal.
- Sleep disturbance.
- Self-harming behaviours.


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

## Neglect

This is caused by an adult, supervisor or caregiver failing to provide food, proper health or sanitary care, clothing, or sufficient care. This is a common form of abuse of older people.

**Signs of neglect might include:**

- Unexplained weight loss or malnutrition.
- Untreated medical problems.
- Bed sores.
- Confusion.
- Over-sedation.
- Poor personal hygiene.
- Deprivation of meals which may constitute “wilful neglect”.

## Self-neglect

This form of self-abuse is growing and is challenging to treat and manage. This covers a wide range of neglecting behaviours from care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. A decision on whether a response is required under safeguarding will depend on the adult’s ability to protect themselves (mental capacity) by controlling their own behaviour. There may come a point when they are no longer able to do this, without external support.

**Signs of self-neglect might include:**

- Poor personal hygiene.
- Poor domestic hygiene.
- Disregard to personal health issues.
- Hoarding.
- Obsessional behaviour.

## Financial or material abuse

This form of abuse is rarely spoken about and financial and material abuse has similarities to identity theft. There are cases where a person’s bank cards have been abused when details are entrusted to a caregiver, but there are also cases where entire estates have been lost via a power of attorney.
It often takes place where there is an unequal balance of power. Other examples include internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Signs of financial or material abuse might include:**

- Unexplained withdrawals from the bank.


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

- Unusual activity in the bank accounts.
- Unpaid bills.
- Unexplained shortage of money.
- Unexplained or sudden changes to Wills.
- The person with responsibility for the funds is reluctant to provide basic food and clothes etc. or is evasive or non-responsive.
- Loss of personal items such as jewellery.
- Unusual interest shown by family or others in the person's assets.
- Purchase of items that the person does not require or use.

## Modern slavery

This includes slavery, human trafficking, forced and compulsory labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**Signs of modern slavery might include:**

- Not being in possession of legal documents such as passport, identification and bank account details as they are being held by someone else.
- Old or serious untreated injuries, and they are vague, reluctant or inconsistent in explaining how the injury occurred.
- Looking malnourished, unkempt, or appearing withdrawn.
- Owning few personal possessions and often wearing the same clothes and what clothes they do wear may not be suitable for their work.
- Being withdrawn or appearing frightened, unable to answer questions directed at them or speak for themselves and/or an accompanying third party speaks for them. If they do speak, they are inconsistent in the information they provide, including basic facts such as the address where they live.
- Appearing under the control or influence of others, rarely interacting, or appearing unfamiliar with their neighbourhood or where they work.
- Unable to speak English.
- Fearful of authorities.
- Perceiving themselves to be in debt to someone else or in a situation of dependence.

## Organisational abuse

Abuse of power in care homes, hospitals and a variety of other institutions often comes from those entrusted most to provide care. It can stem from inflexible and non-negotiable policies, systems and routines that override the needs of those they


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS

are created to help, or they are let down by the people that are there to care for them.

**Signs of organisational abuse might include:**

- Lack of respect shown to individuals.
- Lack of adequate physical care, an unkempt appearance.
- Sensory deprivation, for example denial of use of spectacles or hearing aids.
- Denial of visitors or phone calls.
- Restricted access to toilet or bathing facilities.
- Restricted access to appropriate medical or social care.
- Failure to ensure appropriate privacy or personal dignity.
- Lack of flexibility and choice, for example mealtimes and bedtimes, choice of food.
- Lack of personal clothing or possessions.

## Discriminatory abuse

This form of abuse can be experienced as violence, harassment, insults or similar actions due to race, religion, gender, gender identity, age, disability and sexual orientation (protected characteristics), and is often referred to as a "hate crime". Discriminatory abuse can also link into all other forms of abuse when values, beliefs or culture result in a misuse of power or denial of mainstream opportunities to some groups or individuals because of their protected characteristics. Excluding a person from activities or services on the basis they are "not liked" is also discriminatory abuse.

As a result the signs of discriminatory abuse might be associated to acts of other forms of abuse listed above, but may also include:

- Signs of a sub-standard service offered to an individual.
- Deliberate exclusion from rights afforded to others.
- Rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage.
- Unequal treatment.
- Inappropriate use of language.
- Lack of respect.
- Verbal abuse.
- Slurs.
- Bullying and harassment.

Taken from
Signs of Abuse in Adults | Common Forms, Symptoms, Types & Impact (cpdonline.co.uk)


Registered in England and Wales, Number 1190590. Unit 4 Bridge Street, Gwaelod y Garth, Cardiff, CF15 9SS