



The Art Ministry

Creating Community

Safeguarding Children, Young People and Vulnerable Adults Induction and Basic Training Guide

January 2025 - next review December 2025

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INTRODUCTION

Children, young people and vulnerable adults have the right to participate in and be safe in the services provided for them by The Art Ministry regardless of age, race, disability, culture or gender. This includes a right to protection from abuse.

The Art Ministry is committed to promoting the welfare and protection of children, young people and vulnerable adults. All staff must keep their eyes and ears open, as the responsibility of spotting abuse and ensuring the safety of those most vulnerable falls on us all.

Failure to report suspected abuse could result in disciplinary action, which could lead to a dismissal and the possibility of a criminal investigation where there is evidence of illegal activity. Most of all, it could end in the death of a child, young person or vulnerable adult.

After reading this booklet you will know:

- What level of safeguarding training you require
- The different types of abuse
- How to recognise and report safeguarding concerns, incidents and allegations
- Who to contact if you have any questions
- The safeguarding arrangements at The Art Ministry
- How to work safely with children, young people & vulnerable adults

POLICY STATEMENT

The Art Ministry Combined Safeguarding Policy for Children, Young People, and Vulnerable Adults (the “Combined Safeguarding Policy”) aims to ensure that an overarching approach to safeguarding covers all services provided by The Art Ministry. The Art Ministry will promote the welfare and protection of children, young people and vulnerable adults within all services by:

- Respecting the rights, wishes, feelings and privacy of children, young people and vulnerable adults.
- Raising awareness among trustees, staff, volunteers, contractors, etc. of the safeguarding duty placed on them and on The Art Ministry.
- Taking seriously and responding appropriately and promptly to all concerns, incidents and allegations.
- Providing training appropriate to the level of involvement with children, young people and vulnerable adults to ensure that trustees, staff and volunteers understand the different forms of abuse as well as their roles and responsibilities under the Charity’s various codes of conduct and the Combined Safeguarding Policy.
- Ensuring that everyone knows how to record and report safeguarding concerns, incidents and allegations.
- Requiring organisations that the Charity works with or that provide the Charity with services, to have appropriate safeguarding procedures and training in place and to use an appropriate safeguarding policy.
- Ensuring that unsuitable people are prevented from working with children, young people and vulnerable adults through the Charity’s ‘Safer Recruitment Policy’.
- Not tolerating harassment of any trustees, staff, volunteers, contracted service providers or children, young people or vulnerable adults who raise concerns of abuse.
- Preventing abuse by promoting good practice, creating a safe and healthy environment and avoiding situations where abuse or allegations of abuse occur.

This policy applies to all services within the scope of The Art Ministry. In addition to staff and trustees, it also applies to volunteers, outside organisations delivering services on behalf of The Art Ministry and contractors.

In order to stay at the forefront of safeguarding, The Art Ministry is committed to reviewing its safeguarding policies and procedures at least on an annual basis.

DEFINITIONS

Abuse—is a violation of an individual’s human and civil rights by any other person or persons. It may consist of a single act or repeated acts. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. (No Secrets, DH, 2000).

Types of abuse:

- Physical (children, young people and vulnerable adults)
- Emotional (children, young people and vulnerable adults)
- Sexual (children, young people and vulnerable adults)
- Neglect (children, young people and vulnerable adults)
- Financial (vulnerable adults only)
- Institutional (vulnerable adults only)
- Discriminatory (vulnerable adults only)

Full details about the different types of abuse can be found in Appendix A.

Children and young people are under the age of 18 years old.

Parents – this term is used in its broadest sense to include parents, carers and guardians.

Safeguarding – includes all forms of activity that aim to protect or promote the welfare of a group of people. This generally includes: prevention, raising awareness, activities designed to promote inclusion, providing personalised benefit and risk management; and specialist safeguarding services.

Vulnerable adult - any person aged 18 years or over who according to the Care Act (2014), has needs for care and support and; is experiencing, or at risk of, abuse or neglect; and; as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect. The Care Act (2014) does not use the term ‘Vulnerable Adult’, however for the purpose of this Combined Safeguarding Policy we will use the term ‘Vulnerable Adult’ to describe an adult who meets the above criteria.

TRAINING

Whenever The Art Ministry recruits trustees, staff or volunteers it will ensure that they are well informed, trained, supervised and supported so that they are better able to identify potential indicators of abuse, less likely to become involved in actions that may cause harm to children, young people and vulnerable adults and less likely to do anything that could be misinterpreted.

Induction and Basic Training

All new starters are should familiarise themselves with this Safeguarding Children, Young People and Vulnerable Adults Induction and Basic Training Guide which summarises what they must do if they suspect abuse, gives contact details for key officers and also details safe working practices.

Everyone also has the responsibility to familiarise themselves with the content of our Combined Safeguarding Policy.

The Policy is available to all clicking on the following link:

<https://www.theartministry.org.uk/The%20Art%20Ministry%20Combined%20Safeguarding%20Policy.pdf>

More specific training is required according to the role undertaken at The Art Ministry:

Volunteers working with children and young people

In addition to reading this Safeguarding Children, Young People and Vulnerable Adults Induction and Basic Training Guide, it is a requirement to go through a safeguarding level 1 e-learning course. This is provided for free by the Essex Social Care Academy.

To access the course known as "Safeguarding Children Level 1 – Basic awareness" click [here](#).

Session Leaders working with children and young people

In addition to reading this Safeguarding Children, Young People and Vulnerable Adults Induction and Basic Training Guide, it is a requirement to go through a safeguarding level 1 e-learning course and an on-line course about working with children with disabilities, if relevant.

The safeguarding course is provided by the Essex Social Care Academy and is known as "Safeguarding Children Level 1 – Basic awareness". Click [here](#) to access the free course.

Session Leaders who work with children with learning difficulties and/or disabilities must also take a paid for e-learning course on "Working with Children with Learning Difficulties and Disabilities".

Details are available [here](#). The Art Ministry will book and pay for the course.

Session Leaders must also attend a paid for "[Safeguarding Children Level 2](#)" course provided by Essex Safeguarding Children Board. The Art Ministry will book and pay for the course.

Volunteers working with vulnerable adults

In addition to reading this Safeguarding Children, Young People and Vulnerable Adults Induction and Basic Training Guide, it is a requirement to go through the basic safeguarding adults e-learning course provided for free by Essex Social Care Academy. Click [here](#) to register for and to access the course "Safeguarding Adults Basic Awareness e-Learning", also known as "Safeguarding Adults v3 E-Learning".

Session Leaders working with vulnerable adults

In addition to reading this Safeguarding Children, Young People and Vulnerable Adults Induction and Basic Training Guide, it is a requirement to go through the basic safeguarding adults e-learning course provided for free by Essex Social Care Academy.

Click [here](#) to register for and to access the course "Safeguarding Adults Basic Awareness e-Learning", also known as "Safeguarding Adults v3 E-Learning"

Session Leaders must also attend the Essex Safeguarding Adults Board's "[Safeguarding Adults Basic Awareness](#)" course. The Art Ministry will book and pay for the course.

Safeguarding Officer and their Deputy

In addition to reading this Safeguarding Children, Young People and Vulnerable Adults Induction and Basic Training Guide, it is a requirement to go through the following:

the free on-line course "Safeguarding Children Level 1 – Basic awareness". Click [here](#) to access,

attend a paid for "[Safeguarding Children Level 2](#)" course provided by Essex Safeguarding Children Board. The Art Ministry will book and pay for the course,

or the CPD On-Line "[Safeguarding Children Level 2](#)"

attend a paid for Essex Safeguarding Children Board "[Safeguarding Children Level 3 - Designated Person Training](#)" course. The Art Ministry will book and pay for the course,

or the CPD Online "[Safeguarding Children Level 3 \(Designated Officer course\)](#)"

to go through the paid for e-learning course on "Working with Children with Learning Difficulties and Disabilities". Details are available [here](#). The Art Ministry will book and pay for the course,

to go through the basic safeguarding adults e-learning course provided for free by Essex Social Care Academy. Click [here](#) to register for and to access the course "Safeguarding Adults Basic Awareness e-Learning", also known as "Safeguarding Adults v3 E-Learning",

attend the Essex Safeguarding Adults Board's "[Safeguarding Adults Basic Awareness](#)" course. The Art Ministry will book and pay for the course'

or the CPD Online "[Safeguarding Vulnerable Adults \(SOVA\) Level 2](#)"

attend the paid for Essex Safeguarding Adults Board "[Designated Adult Safeguarding Lead](#)" course. The Art Ministry will book and pay for the course,

or the CPD Online "[Safeguarding Vulnerable Adults \(SOVA\) Level 3](#)"

All Trustees

In addition to reading this Safeguarding Children, Young People and Vulnerable Adults Induction and Basic Training Guide within one month of appointment, it is a requirement to go through two free on-line courses within three months of appointment. These courses are "[Safeguarding Children Level 1 – Basic awareness](#)" and "[Safeguarding Adults Basic Awareness e-Learning](#)", also known as "Safeguarding Adults v3 E-Learning". Both e-learning courses provided for free by Essex Social Care Academy. Click [here](#) to register for the courses.

Complete the paid for CPD Online course "[Safer Recruitment](#)" prior to any involvement in recruiting.

The Deputy Safeguarding Officer is responsible for notifying people of their training obligations. The Safeguarding Officer is responsible for monitoring their progress.

SAFEGUARDING REPORTING

Southend, Essex, and Thurrock (SET) have produced a common set of safeguarding and child protection procedures and safeguarding adults guidelines outlining the safeguarding and child protection procedures and guidelines which should be followed by all organisations in Southend, Essex and Thurrock.

For reference, the procedures for children can be viewed at:

[Southend Essex Thurrock Safeguarding and Child Protection Procedures](#)

and the equivalents for adults are available at:

[Southend, Essex & Thurrock Safeguarding Adults Guidelines](#)

The Art Ministry has used these guidelines and procedures to form our own robust procedures for handling safeguarding issues internally.

The following procedures outline the steps that trustees, staff, volunteers and contractors should take when they become aware of a safeguarding concern, incident or allegation. Which procedure is taken will depend on the nature of the safeguarding incident.

There are three main types of reporting procedure to follow:

Procedure A — If the child, young person or vulnerable adult is thought **NOT** to be in immediate danger

Procedure B — If the child, young person or vulnerable adult is thought to be **IN** immediate danger*

Procedure C — To report a safeguarding allegation against a trustee, member of staff, volunteer or contractor

* Please note that 'immediate danger' means that a child, young person or vulnerable adult is thought to be at risk of death or serious physical or psychological harm as a result of abuse.

A full description of each of these procedures is included over the next few pages.

Procedure A

Scenario: A trustee, member of staff or volunteer notices a possible safeguarding concern, witnesses an incident or is made aware of an allegation

Reporting a safeguarding concern if the child, young person or vulnerable adult is thought NOT to be in immediate danger

STEP 1: Stay calm and try to obtain another witness to your conversation with the child, young person or vulnerable adult, if it does not compromise the situation.

STEP 2: Whilst talking to the child, young person or vulnerable adult, or soon after, complete the Report of Concern form (Appendix B) to capture as much detail as possible regarding the occurrence. This form is available on the internet at:

<https://www.theartministry.org.uk/Safeguarding.htm>

Paper copies are in the filing cabinet in our art room.

STEP 3: Listen carefully to what is said and allow the child, young person or vulnerable adult to talk at their own pace. Only ask questions for clarification and do not ask leading questions

STEP 4: Find an appropriate opportunity to explain that it is likely that the information will need to be shared with other responsible people - do not promise to keep secrets.

STEP 5: As soon as it is practically possible contact The Art Ministry's activity supervisor or Safeguarding Officer to notify them of the situation and pass on your notes and the Report of Concern form.

STEP 6: The Safeguarding Officer will then discuss the case the trustees to decide the best course of action, e.g. whether to:

- refer the case to Essex Social Care Direct
- keep the case open and investigate further
- decide not to refer the case

STEP 7: The individual who initially reported the case will be informed of the decision made.

Procedure B

Scenario: A trustee, member of staff or volunteer notices a serious safeguarding concern, which could indicate that the child, young person or vulnerable adult is in immediate danger OR they witness a violent incident.

Reporting a safeguarding concern if the child, young person or vulnerable adult is thought to be IN immediate danger

STEP 1: Stay calm and try to obtain another witness to your conversation with the child, young person or vulnerable adult, if it does not compromise the situation. If the incident is considered severe, immediately call the police on 999.

STEP 2: Whilst talking to the child, young person or vulnerable adult, or soon after, complete the Report of Concern form (Appendix B) to capture as much detail as possible regarding the occurrence. This form is available on the internet at:

<https://www.theartministry.org.uk/Safeguarding.htm>

Paper copies are in the filing cabinet in our art room.

STEP 3: Listen carefully to what is said and allow the child, young person or vulnerable adult to talk at their own pace. Only ask questions for clarification and do not ask leading questions.

STEP 4: Find an appropriate opportunity to explain that it is likely that the information will need to be shared with other responsible people - do not promise to keep secrets.

STEP 5: As soon as it is practically possible contact The Art Ministry's activity supervisor or Safeguarding Officer to notify them of the situation and pass on your notes and the Report of Concern form.

STEP 6: The Safeguarding Officer will then discuss the case the trustees to decide the best course of action, e.g. whether to:

- refer the case to Essex Social Care Direct
- keep the case open and investigate further
- decide not to refer the case

STEP 7: The individual who initially reported the case will be informed of the decision made.

Procedure C

Scenario: A complaint or allegation is made that a trustee, member of staff or volunteer has:

- behaved in a way that has harmed, or may have harmed, a child, young person or vulnerable adult
- possibly committed a criminal offence against, or related to, a child, young person or vulnerable adult
- behaved towards a child, young person or vulnerable adult in a way that indicates she/he may be unsuitable to work with vulnerable individuals

Reporting safeguarding allegations made against a trustee, member of staff or volunteer.

STEP 1: If the allegation is made face to face, stay calm and try to obtain another witness to your conversation with the person reporting that allegation, if it does not compromise the situation.

STEP 2: Whilst talking to the child, young person or vulnerable adult, or soon after, complete the Report of Concern form (Appendix B) to capture as much detail as possible regarding the occurrence. This form is available on the internet at:

<https://www.theartministry.org.uk/Safeguarding.htm>

Paper copies are in the filing cabinet in our art room.

STEP 3: Listen carefully to what is said and allow the person making the allegation to talk at their own pace. Only ask questions for clarification and do not ask leading questions.

STEP 4: Find an appropriate opportunity to explain that it is likely that the information will need to be shared with other responsible people - do not promise to keep secrets.

STEP 5: As soon as it is practically possible contact The Art Ministry's activity supervisor or Safeguarding Officer to notify them of the situation and pass on your notes and the Report of Concern form.

STEP 6: The Safeguarding Officer will then discuss the case the trustees to decide the best course of action, e.g. whether to:

- refer the case to Essex Social Care Direct
- keep the case open and investigate further
- decide not to refer the case

STEP 7: Any internal safeguarding allegations will be treated in the strictest confidence and kept separate from all cases relating to members of the public.

STEP 8: The individual who initially reported the case will be informed of the decision made.

STEP 9: Where relevant, it is the responsibility of the Charity to make a referral to the Disclosure and Barring Services.

Once a Report of Concern has been made

Confidentiality

Trustees, members of staff, volunteers or contractors must not:

- Discuss any allegations of abuse or bullying, substantiated or not, with anyone from The Art Ministry, other than Safeguarding Officer or trustees, if relevant.
- Discuss any allegations of abuse or bullying, substantiated or not, with any member of an external agency, other than as part of a formal investigation.
- Discuss any allegations of abuse or bullying, substantiated or not, with any other interested party, including parents, carers and relatives of the child, young person or vulnerable adult without the express permission of the person with overall responsibility for the investigation.

This does not exclude the trustee, member of staff or volunteer from the need or right to consult with a solicitor or other bona fide legal adviser.

SAFE WORKING PRACTICES

The following guidelines should be followed by trustees, staff, volunteers and contracted service providers who have contact with children, young people or vulnerable adults.

You should:

- Always ensure you can be seen and observed publicly when working with children, young people and vulnerable adults and avoid situations where you would be alone with them.
- Children, young people and vulnerable adults have a right to privacy, respect and dignity. Respect the child, young person or vulnerable adult, provide a safe and positive environment and treat them equally in the context of any activity.
- You must put the wellbeing and safety of the child, young person or vulnerable adult before what you are trying to achieve with them such as the development of their performance. In other words you may have to cease the planned activity if carrying on would undermine their wellbeing or safety.
- If a child, young person or vulnerable adult is accidentally injured as the result of your actions or failure to act or arrives at an activity or service showing signs or symptoms that give you cause for concern you must act appropriately following the procedures outlined in the policy and always report such incidents as soon as possible to your activity supervisor and the Safeguarding Officer and make a written report.

You should not:

- Spend unreasonable amounts of time alone with children, young people and vulnerable adults.
- Take children, young people and vulnerable adults to your home or any other place away from The Art Ministry or third party premises where they will be alone with you. However, if it is necessary for them to go on trips with The Art Ministry, the activity supervisor must write to parents/carers in advance to ask for their permission and explain why it is necessary.
- Add or accept children, young people or vulnerable adults you work with or come into contact with on social networking sites (e.g. Facebook and Twitter, etc.)
- Arrange to meet or approach children, young people or vulnerable adults outside an organised activity or service.

You should never:

- Leave children, young people or vulnerable adults unattended.
- Engage in rough physical games including horseplay.
- Engage in sexually provocative games or allow, encourage or engage in inappropriate touching of any form.

- Make sexually suggestive comments about or to a child, young person or vulnerable adult.
- Allow children, young people and vulnerable adults to use language inappropriate to the circumstances, unchallenged, or use it yourself.
- Ignore or fail to record an allegation a child, young person or vulnerable adult makes about you or others.
- Do things of a personal nature for children, young people and vulnerable adults that they can do for themselves e.g. assist with changing. It may sometimes be necessary to assist them, particularly if they are very young or are disabled. In such a situation, these tasks should only be carried out with the full understanding and consent of parents/carers. In an emergency situation that requires this type of help, you should try to have someone else present and inform the parents/carers as soon as is reasonably possible.
- Use the internet or any other electronic or telephone device to access child pornography sites.

Warning

The Art Ministry takes its responsibility very seriously. Staff who breaches the guidelines above will face investigation and may face disciplinary action where appropriate, which could lead to a dismissal and the possibility of a criminal investigation where there is evidence of illegal activity.

Trustees, volunteers and contracted service providers in breach of the above the guidelines will have their services terminated with immediate effect. Where there is evidence of illegal activity, they will be reported to the relevant authorities and may face criminal investigation.

USEFUL CONTACTS

The Art Ministry

Safeguarding Officer/Designated Safeguarding Lead

Allan Webb, allanwebb@theartministry.org.uk , 07582 025163

Deputy Safeguarding Officer/ Designated Safeguarding Deputy

contact@theartministry.org.uk, or 07582 025163

Essex (except Southend and Thurrock)

Telephone enquiries and referrals (Children)	0345 603 7627—ask for either the Consultation Line or Priority Line Out of hours—0345 606 1212—ask for the Priority Line Emergency.DutyTeamOutOfHours@essex.gov.uk
Telephone enquiries and referrals (Vulnerable Adults)	0345 603 7630 Out of hours—0345 606 1212 (general public) or 0300 123 0778 (statutory agencies) socialcaredirect@essex.gov.uk

Southend

Telephone enquiries and referrals (Children)	01702 215007 - option 1 then option 3 Out of hours - 0845 606 1212 mash@southend.gov.uk NPSCC Child Protection - 0808 800 5000 Childline - 0800 1111
Telephone enquiries and referrals (Vulnerable Adults)	01702 215008 - option 5 then option 1 Out of hours—0345 606 1212 (general public) or 0300 123 0779 (statutory agencies) accessteam@southend.gov.uk

Thurrock

Telephone enquiries and referrals (Children)	01375 652802 Out of hours - 01375 372468 safeguardingadults@thurrock.gov.uk NPSCC Child Protection - 0808 800 5000 Childline - 0800 1111
Telephone enquiries and referrals (Vulnerable Adults)	01375 511000 Out of hours - 01375 372468 thurrock.first@thurrock.gov.uk

APPENDIX A - TYPES OF ABUSE

Abuse will usually fall into one or more of seven categories: physical, neglect/omission, emotional, sexual, financial, discriminatory and institutional. Details of the physical and behavioural indicators for each can be found in the table below.

Type of Abuse	Physical Indicator / Signs	Behavioural Indicator
<p>Emotional - acts or behaviour which impinges on the emotional health of, or which causes distress or anguish to individuals. This may also be present in other forms of abuse</p>	<ul style="list-style-type: none"> • Threats of harm or abandonment • Humiliation, shaming or ridicule • Harassment, bullying, intimidation • Control or coercion • Deprivation of choice or privacy • Deliberate social isolation • Infantilisation – treating an adult like a child 	<ul style="list-style-type: none"> • Disturbed sleep or tendency to withdraw to a room or to bed • Loss of appetite or over eating especially at inappropriate times • Anxiety, confusion or general resignation • Extreme submissiveness or dependency in contrast to known capacity • Sharp changes in behaviour in the presence of certain persons • Excessive or inappropriate craving for attention • Self-abusive behaviour – self mutilation, head banging, hand biting • Loss of weight without apparent loss of appetite • Loss of confidence
<p>Sexual - direct or indirect involvement in sexual activity without consent. This could also be the inability to consent, pressured or induced to consent or take part.</p>	<ul style="list-style-type: none"> • Rape • Indecent assault • Indecent exposure • Exposure to inappropriate sexual behaviour or images/material 	<ul style="list-style-type: none"> • Unexplained and uncharacteristic changes in behaviour • New tendency to withdraw and spend time in isolation • Recent development of openly sexual behaviour/language • Deliberate self-harm • Incontinence/bedwetting • Irregular or disturbed sleep patterns • Difficulty/discomfort in walking • Unexplained soreness around the genital area • Repeated urinary tract infections • Bruising or bleeding in the genital or rectal area • Excessive washing • Unexplained “love bites” • Stained or torn underclothing especially with blood or semen • Sexually transmitted disease • Pregnancy

<p>Physical - the non-accidental infliction of physical force that results (or could result) in bodily injury, pain or impairment.</p>	<ul style="list-style-type: none"> • An inflicted physical injury, which is not satisfactorily explained • An injury where there is knowledge or suspicion that it was inflicted intentionally or through lack of care • Assaults on the body including hitting, slapping, pushing, kicking resulting in injuries such as burns, abrasions, fractures, dislocation, welts, wounds or marks of physical restraint • Misuse of medication or medical process e.g. catheterisation • Inappropriate restraint or inappropriate actions or inactions 	<ul style="list-style-type: none"> • Multiple bruising that is inconsistent with the explanation given • Cowering and flinching • Bruises or marks resulting from a slap or kick • Abrasions, especially to neck, wrists and/or ankles • Unexplained burns • Scalds, especially with a well defined edge from immersion in water • Hair loss in one area, scalp sore to touch • Frequent minor accidents without seeking medical help • Unusually sleepy or docile • Unexplained fractures • Frequent "hopping" from one GP to another or from one care agency to another • Untypical self-harm, emotional distress, low self esteem
<p>Neglect and acts of omission - ignoring or withholding physical or medical care needs which result in a situation or environment detrimental to individual(s)</p>	<ul style="list-style-type: none"> • Failure of a person who has responsibility, charge, care or custody of a vulnerable person to provide access to appropriate health, social care or educational services (unintentional or deliberate) • Withholding necessities of life, including nutrition, medication, heating, shelter (Unintentional or deliberate) 	<ul style="list-style-type: none"> • Poor hygiene and cleanliness of a person who has assistance with their personal care • Unkempt or unsuitable clothing for the weather conditions/environment • Untreated illness or condition • Dehydration, weight loss, malnutrition • Repeated infections • Repeated/unexplained falls or trips • Unexplained or untreated pressure ulcers or other sores • Inadequate heating or lighting available • Incontinence issues not addressed - e.g. odour on clothes and/or furnishings • Clear failure to ensure the taking of medication appropriately • Inconsistent or reluctant contact with health or social care agencies • Withholding of appropriate devices such as hearing aids, glasses etc.

	<ul style="list-style-type: none"> • The failure to intervene in behaviour which is dangerous to the vulnerable adult or to others • Repeated incidences of poor care e.g. poor moving and handling – see also institutional abuse. 	
<p>*Financial - unauthorised, fraudulent obtaining and improper use of funds, property or any resources of a vulnerable person</p>	<ul style="list-style-type: none"> • The misuse or misappropriation of property, possessions or benefits • Theft, fraud, exploitation • Pressure in connection with wills, property or inheritance or financial transactions • Extortion of money, property and possessions by threat, coercion or fraudulent means • Refusal to let the vulnerable person have access to their own money, property or possessions 	<ul style="list-style-type: none"> • Unexplained or sudden inability to pay bills • Unexplained or sudden withdrawal of money from accounts • Personal possessions of value go missing without explanation • Contrast between known income and actual living conditions • Someone responsible for paying bills, buying food, etc., is not doing so • Unusual interest by a relative, friend or neighbour, etc. in financial assets especially if little real concern is shown in other matters • Next of kin insists on informal arrangements re: financial affairs despite being advised re: Court of Protection, etc. • Where services are refused under pressure from potential beneficiaries • Unusual purchases unrelated to the known interests of the vulnerable people
<p>*Discriminatory Abuse - exists when values, beliefs or culture result in a misuse of power that denies mainstream opportunities to some groups or individuals</p>	<ul style="list-style-type: none"> • Unequal treatment • Verbal abuse • Inappropriate use of language • Harassment • Exclusion • It includes discrimination on the basis of race, gender, age, sexuality, disability or religion 	<ul style="list-style-type: none"> • The vulnerable person is subjected to racist, sexist/gender or homophobic abuse • The vulnerable person is subject to abuse relating to their age, illness or disability • Not meeting cultural or religious needs • Imposing unwanted political, cultural, religious beliefs • Acts or comments motivated to harm and damage, including incitement of others to commit abuse based on difference • Lack of effective communication provision – e.g. interpreters, BSL, etc.

<p>*Institutional Abuse- occurs where the culture of the organisation (such as a care home) places emphasis on the running of the establishment and the needs of the staff above the needs and care of the vulnerable person.</p>	<ul style="list-style-type: none"> • Abuse by an organisation imposing rigid and insensitive routines; poor practices embedded in systems, unskilled, intrusive or invasive interventions; or an environment allowing inadequate privacy or physical comfort. 	<ul style="list-style-type: none"> • Lack of or inappropriate care plans – not regularly reviewed • Contact with the outside world not encouraged • Few visitors or notification required before visiting • Visiting restricted, not accounting for individuals preferences or allowing privacy on visits • Little opportunity for outside activities • Routines of “care” engineered for the convenience of staff • No choice or flexibility re: getting up or going to bed • Lack of choice or consultation about meals or opportunities for snacks and drinks • Lack of consultation, involvement, preparation, discussion when medical or personal care tasks carried out • Lack of privacy e.g. not knocking before staff enter bedrooms • Lack of privacy when carrying out personal care tasks • Unusually subdued behaviour • Residents keep out of the way of staff • Care of personal clothing lacking, dressed in other peoples clothes, given others spectacles, teeth, or hearing aids • Strong smell of urine – bed linen or clothes not changed appropriately • Chairs/tables positioned to restrict movement • Inappropriate use of medicines or nursing procedures to make clients easier to manage rather than for bona fide health needs • Not allowing views or opinions to be expressed • Loss of rights as a citizen e.g. denying opportunity to vote • Poor moving and handling practice
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* Applies only to vulnerable adults.

**APPENDIX B - SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS
REPORT OF CONCERN FORM**

REPORT OF CONCERN FORM

Your name:
Your position:
Name of The Art Ministry activity at which concern was observed:
Brief description of the activity and venue:
Child's/Young Person's/Vulnerable Adult's full name:
Child's/ Young Person's/Vulnerable Adult's address (if known, or contact details of host organisation for the project – e.g. school or hospital):
Parents'/carers' names and address (if known):
Child's/ Young Person's/Vulnerable Adult's date of birth (if known):
Date and time when concerns were raised or incident occurred:
Your observations:

Exactly what the child/ young person/vulnerable adult said and what you said: (Remember: do not lead the child – record actual details. Continue on separate sheet if necessary)	
Action taken so far (include time and date first reported to The Art Ministry):	
External agencies contacted (date & time):	
Police? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes – which: Name and contact number: Details of advice received:
Local authority Children’s Services Department? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes – which: Name and contact number: Details of advice received:
Other (e.g. NSPCC)	Which: Name and contact number: Details of advice received:
Signature:	
Print name:	
Date:	

Remember to maintain confidentiality on a need to know basis – only if it will protect the child/adult. Do not discuss this incident with anyone other than those who need to know.

This form should be discussed with The Art Ministry’s Safeguarding Officer or a Trustee before being sent to any other party.