



# SAFEGUARDING POLICY & PROCEDURES

*Creating a community for textile-based arts in Wales*

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Directors: S. Key, R. Green

**Designated Safeguarding Person: Sarah Key (DSP Certification)**

## A. SAFEGUARDING POLICY FOR CHILDREN AND ADULTS

### 1. Introduction and Organisational Information

**1.1** Tecstiliau CBC (Cwmni Buddiant Cymunedol / @tecstiliau.cymru) aims to inspire people and develop peoples lives through textile skills, projects and events. Our key objectives are associated with creating a community centred on textile-based activities such as spinning, weaving, dyeing, embroidery and other such textile-based arts and crafts alongside the promotion of Welsh textile-based makers, our key objectives are to:

- Provide opportunities for the development of textile-based skills
- Increase awareness of textile-based industries in Wales
- Promote Welsh textile-based makers.
- Provide a space for increased personal well-being.

**1.2** We recognise that as part of our remit our volunteers and staff will interact with diverse and varied individuals from across Wales, the UK and the world. This includes vulnerable participants and clients/participants of all ages.

**1.3** We are committed to ensure everyone working with and for Tecstiliau CBC, or partnered with our company is safe and protected and that our statutory responsibilities to safeguard and protect both children and adults are effectively met. We commit to practise and operate in a way that keeps our community safe and protects others.

**1.4** There is an expectation that all individuals working for or with Tecstiliau CBC will follow and adhere to our safeguarding policy and procedures. This includes: directors, employees, temporary workers, casual staff, volunteers, contractors, community partners and clients/participants. Safeguarding children and adults from abuse is everybody's responsibility.

**1.5** The safeguarding policy and procedures apply to across all Tecstiliau CBC activities/events on site, off site and online. Any individuals representing or working with Tecstiliau CBC are expected to adhere to the Safeguarding Policy and Procedures outlined in this document when representing or working with Tecstiliau CBC.

**1.6** Whilst directors, employees, temporary workers, casual staff, volunteers, contractors, community partners and clients/participants are likely to have varied levels of contact with children and adults, everyone must be aware of the potential indicators of abuse and neglect and be clear about what to do if they have concerns. We commit to ensuring our community recognise their responsibilities to safeguard others and we will support them to take action to safeguard and promote the welfare of others.

**1.7** Strategically we recognise our duty to safeguard collaboratively and in partnership with others, including (but not limited to) Local Education Authorities, the Police, and Social Care.

**1.8** When welcoming school aged groups, we will be clear around our duty to work collaboratively with agreed expectations around safeguarding standards.

**1.9** This document is designed to provide an overview of our commitment to safeguarding alongside the legislative processes and procedures underpinning safeguarding procedures at Tecstiliau CBC.

**1.10** All directors, employees, temporary workers, casual staff, volunteers, contractors, community partners and clients have a duty to familiarise themselves with the policy and procedures, all of which are visible and available to all on our website or by request. If employees, temporary workers, or casual staff are unsure or unclear about any aspect of this policy or associated policies, they have a responsibility to clarify their understanding with Tecstiliau CBC. Volunteers, contractors, community partners and clients have a responsibility to clarify their understanding with the relevant contact at Tecstiliau CBC.

**1.11** The Safeguarding Policy and Procedures document will be reviewed every 3 years or earlier in the event of change in legislation or best practice.

## **2. Safeguarding Ownership and Responsibility**

**2.1** The key principle of safeguarding is that it is everyone's responsibility. All professionals and organisations should do everything they can, to ensure that children and adults at risk are protected and safe.

**2.2** Tecstiliau CBC recognises its duty of care in ensuring that our staff, volunteers, clients/participants and all those who engage with our services are safe and protected. We accept this duty.

**2.3** Where possible, we will ensure that two people will supervise activities, either members of staff, volunteers, teachers, community leader or similar. In addition, any staff likely to have brief lone contact with children or adults at risk for any reason will require a DBS check. For events with under 18s 'permission to participate' will be requested from parents/guardians. [See 'permission to participate' form, see Appendix 1].

**2.4** Relevant risk assessment(s) will be provided for the space and off site activities in collaboration with organisers and organising staff/volunteers.

**2.5** We commit to take allegations or concerns seriously, responding swiftly, proportionately and fairly to any allegations of abuse or safeguarding concerns.

**2.6** Tecstiliau CBC has a central **Designated Safeguarding Person (DSP)**. The DSP shall be the central point of contact for safeguarding disclosures, concerns and referrals, providing expert advice, training and guidance across Tecstiliau CBC.

**2.7** The DSP will be responsible for recording of 'Safeguarding Concerns' to monitor, review and develop safeguarding practice.

## **3. Safeguarding Structure**

Due to the small size of our organisation the DSP is a director of the company and reports directly to the other director(s) on safeguarding annually, or as required.

## **4. Safeguarding Responsibilities**

**4.1** Tecstiliau CBC recognises it has a responsibility (both legally and morally) to safeguard children and adults. This responsibility includes our directors, employees, volunteers, clients/participants -all members of our community with whom we work and interact.

**4.2** We will not shy away from our responsibilities and we recognise our duty of care to others. We will never 'walk on by' when we have concerns regarding the well-being of an individual or individuals.

**4.3** Safeguarding children and adults from abuse is everybody's responsibility.

**4.4** In line with the Wales Safeguarding Procedures, our procedures apply to children and adults and are intended to guide safeguarding practice for all those involved in the statutory, third (voluntary) and private sector in health, social care, education, police, justice and other services. They are applicable to all practitioners and managers working in Wales.

**4.5** The procedures require each practitioner and organisation to play their part and contribute to safeguarding and promoting well-being. One of the most important principles of safeguarding is that it is everyone's responsibility. Each professional and organisation must do everything they can, to ensure that children and adults at risk are protected from abuse.

**4.6** With safeguarding being everybody's responsibility, every person in contact with or working with children or adults at risk of harm, abuse and neglect, their carers, and their families; or with adults who may pose a safeguarding risk; or are responsible for arranging services for children and/or adults, should:

- understand their role and responsibilities to safeguard and promote the welfare of children at risk of harm, abuse and neglect;
- be familiar with and follow their organisation's procedures and protocols for safeguarding;
- know who to contact in their organisation to discuss concerns about a child at risk of abuse and neglect and their duty to report;
- be alert to indicators of abuse and neglect both within and outside the family.

Relevant links and information:

Wales Safeguarding Procedures link: <https://safeguarding.wales/en/> [Updated 2022] + App Available

'Working Together to Safeguard People' - Wales Safeguarding Guidance link: <https://gov.wales/safeguarding-guidance> [Updated 2021]

Law Wales – Safeguarding -

<https://law.gov.wales/safeguarding#:~:text=The%20primary%20statutory%20role%20of%20safeguarding,in%20Wales%20lies%20with%20local%20authorities.&text=The%20primary%20statutory%20role,lies%20with%20local%20authorities.&text=statutory%20role%20of%20safeguarding,in%20Wales%20lies%20with>

**4.7** Children and adults at risk are outlined in Wales Safeguarding Procedures [see link above] and the Social Services and Well-being Act (Wales) 2014 [see link below] it is our responsibility as an organisation to protect their well-being and protect them from abuse.

Social Services and Well-being Act (Wales) 2014 - SSWBA

<https://gov.wales/sites/default/files/publications/2019-05/social-services-and-well-being-wales-act-2014-the-essentials.pdf#:~:text=The%20Social%20Services%20and%20Well-being%20%28Wales%29%20Act%20is,%E2%80%93%20Secondary%20legislation%20where%20further%20detail%20is%20required>

Social Care Wales – Statutory Guidance [Updated 2022]

<https://socialcare.wales/resources-guidance/information-and-learning-hub/sswbact/statutory-guidance>

**4.8** A person exercising functions under the SSWBA must seek to promote the well-being of:

- people who need care and support, and
- carers who need support.
- must have regard to the individual's views, wishes and feelings, in so far as doing so is reasonably practicable (in relation to an individual of any age).
- in relation to an adult must have regard to the importance of beginning with the assumption that the adult is best placed to judge the adult's well-being.

**4.9** In regard to the Children Act 1989/2004, it is recognised that the Welfare of the Child shall be paramount.

Children Act 2004 - <https://www.legislation.gov.uk/ukpga/2004/31/contents>

**4.10** In regard to safeguarding adults at risk, recognising that it should be assumed that all adults have the capacity to make their own decisions.

In line with the Mental Capacity Act - <https://www.legislation.gov.uk/ukpga/2019/18/contents> [Updated 2019]

## **5. Safeguarding Children and Adults**

**5.1** Anyone under the age of 18 years is a child in law. [SSWBA, 2014]

**5.2** Tecstiliau CBC recognises that there are different structures and laws relating to how we safeguard children and adults. In order to manage these differences effectively, Tecstiliau CBC has variations information and procedures for safeguarding children and adults.

### **A Child at Risk**

**5.3** Recognising a child at risk. The Social Services and Wellbeing (Wales) Act 2014 defines a child at risk as an individual under the age of 18 years who:

Is experiencing or is at risk of abuse, neglect or other kinds of harm

AND

has needs for care and support (whether or not the authority is meeting any of those needs).

**5.4** Where a child is at risk, the SSWBA requires the Local Authority to 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.

**5.5** This links to the Children Act of 1989/2004 which mandates that the welfare of the child should be the paramount consideration.

### **An Adult at Risk**

**5.6** Recognising an adult at risk. The Social Services and Wellbeing (Wales) Act 2014 defines an adult at risk as an individual over the age of 18 years 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 themselves against the abuse, neglect or the risk of it.

## **6. Partnership Responsibilities**

**6.1** Tecstiliau CBC recognises their duty to work in partnership with others in order to safeguard the welfare and well-being of others.

**6.2** We recognise our statutory responsibilities with regards to The Social Services and Well-being (Wales) Act, Children Act, Wales Safeguarding Procedures and other relevant legislation where appropriate. We further recognise the need to work collaboratively and to share information with other agencies in specific areas in regard to public safety and the maintenance of law and order.

**6.3** Where necessary, we will share information in accordance with legislative frameworks for the purposes of safeguarding children or adults. We also recognise that on occasions and in order to safeguard others, agencies may share confidential information with us.

**6.4** Confidentiality is taken seriously. We will only share information where necessary for the purpose at hand and where authorised to do so by legislation. Where it is necessary to share information, we will document our decision making and reasons for doing so.

**6.5** Any information received by Tecstiliau CBC will be treated in strict confidence and retained securely in accordance with current data protection legislation requirements. We will only use information that we receive for the purpose it was shared with us and we will store confidential information received no longer than necessary for the purpose to which it was intended.

## **7. Training**

**7.1** Tecstiliau CBC has an expectation that all directors, employees, temporary workers, casual staff, volunteers, contractors, community partners and clients understand their responsibilities with regards to safeguarding.

**7.2** In order to ensure knowledge and understanding of the need to respond, record and report safeguarding concerns, training will be provided to all employees and volunteers. Casual staff, contractors, and community partners will be advised with regards to their responsibilities and training certification. Within community partnerships safeguarding training will be shared by request. Training provided will be dependent upon roles and responsibilities with main directors/employees/volunteers receiving more training and certification.

**7.3** Training for directors, employees and volunteers will be recorded and monitored by the DSP and the DSP will identify learning requirements and timings of such training.

### **Basic Safeguarding Training**

**7.4** Basic safeguarding training will be required of all directors and key volunteers/employees who are responsible for activities that interact predominantly with children and adult clients/participants.

**7.5** Basic safeguarding training is aligned with the Level 1 - three-hour overview of safeguarding expectations in relation to adults and children for all staff, to include (as minimum):

- Signs, symptoms and categories of abuse
- Organisational and individual safeguarding responsibilities
- Tecstiliau CBC Safeguarding Policy & Procedures
- Internal systems, support and guidance availability.

**7.6** To be delivered as soon as possible when appointed or joining, and within three months of appointment for all new starters.

**7.7** Training should be renewed, in person, every three years; or, as required.

### **Designated / Advanced Safeguarding Training**

**7.8** Advanced safeguarding training is required for the Designated Safeguarding Person.

**7.9** Annual training should be undertaken and maintained to be able to offer strategic and operational safeguarding advice for Tecstiliau CBC including, but not limited to:

- Knowledge and expertise on referrals to agencies
- Responsibilities within the Social Services and Well Being Act
- Responsibilities within the Welsh Safeguarding Procedures
- Multi-agency information sharing.

**7.10** Training to include both 'children at risk' and 'adult at risk' training programmes and any other safeguarding training opportunities.

## **B. SAFEGUARDING PROCEDURES FOR CHILDREN AND ADULTS**

### **8. Procedures Information**

**8.1** It is not the responsibility of any Tecstiliau CBC directors, employees, temporary workers, casual staff, volunteers, contractors, community partners and clients to determine whether abuse or neglect is actually taking place.

**8.2** It is the responsibility of any Tecstiliau CBC directors, employees, temporary workers, casual staff, volunteers, contractors, community partners and clients to respond and report concerns in accordance with the safeguarding policy and procedures.

**8.3** Any failure to do so will be investigated by the directors and the DSP and addressed either in house or, the relevant organisations will be notified of any failures by casual staff, contractors, and community partners.

**8.4** Tecstiliau CBC will support all directors, employees, temporary workers, casual staff, volunteers, contractors, community partners and clients raising safeguarding concerns.

**8.5** These procedures apply at Tecstiliau CBC premises or activities held elsewhere by Tecstiliau CBC.

**8.6** Anyone having concerns about a child or adult's safety and or wellbeing must act on their concerns using these procedures.

**8.7 It is not your responsibility to decide whether or not a child or adult has been abused. It is, however, your responsibility to act on any concerns. Doing nothing should not be an option.**

## **9. Concerns for Children at Risk**

**9.1** At Tecstiliau CBC we concentrate on the needs of the child at every stage of any safeguarding process. We will listen to what they have to say, inform them of the processes being undertaken and engage with them.

**9.2** The Social Services and Wellbeing (Wales) Act 2014 defines a 'child at risk' as an individual under the age of 18 years who:

- Is experiencing or is at risk of abuse, neglect or other kinds of harm  
AND
- has needs for care and support (whether or not the authority is meeting any of those needs).

**9.3** Neglect is where there is a failure to meet a child's basic physical, emotional, social or psychological needs, which is likely to result in an impairment of their wellbeing, health or development.

**9.4** Where a child is at risk, The Social Services and Wellbeing (Wales) Act 2014 requires the Local Authority to 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.

**9.5** All children, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation or gender status have the right to be protected from abuse and poor practice and to live in an enjoyable and safe environment.

### **Categories of Child Abuse**

**9.6** Abuse is a violation of an individual's human and civil rights by another person or persons.

**9.7** Abuse can occur in many different ways. Some may be easily identifiable, often abuse is hidden and not disclosed or visible. It is for this reason that where concerns are identified they are acted upon, support is provided and where appropriate others are notified.

**9.8** Abuse can take place upon any individual in any setting. Abuse may for example take place in a home environment but be reported or become visible in any other environment.

**9.9** There are five defined categories of child abuse:

- **Physical** - includes hitting, slapping, misuse of medication, undue restraint or inappropriate sanctions.
- **Sexual** - includes rape and sexual assault or sexual acts to which the child has not or could not consent and / or was pressured into consenting.
- **Financial** – includes theft, fraud, pressure about money, misuse of money.
- **Emotional** - can involve deliberately trying to scare or humiliate a child, isolating, neglecting or ignoring them and may combined with other forms of abuse.
- **Psychological** - includes threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks.

The above categories also include elements and occurrences associated with peer to peer abuse.

**9.10** Additionally, it is important to be aware of additional behaviours which fall

within the above categories, but are specific forms of abuse in their own right, including:

- **Extremism and Radicalisation** – Extremism is defined in the 2011 Prevent strategy as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. Children with disturbed or troubled backgrounds are frequently targeted and particularly vulnerable to exploitation.
- **Female Genital Mutilation** – FGM comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons. There is a specific legal duty to report all FGM concerns.

- **Modern Slavery**– Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour.
- **Criminal Exploitation** – Criminal exploitation is a form of modern slavery that sees victims being forced to work under the control of highly organised criminals in illegal activities such as forced begging, shoplifting and pickpocketing, cannabis cultivation, drug dealing and financial exploitation.

For 'signs of abuse' see Section 12.

## 10. What to do if you have a concern about a Child at Risk

**10.1** It is not the responsibility of any Tecstiliau CBC directors, employees, temporary workers, casual staff, volunteers, contractors, community partners and clients to determine whether abuse or neglect is actually taking place.

**10.2** It is the responsibility of any Tecstiliau CBC directors, employees, temporary workers, casual staff, volunteers, contractors, community partners and clients to **RESPOND, RECORD** and **REPORT** concerns in accordance with our safeguarding policy.

### RESPOND

**10.3** When responding to a safeguarding risk involving a child:

- Try to stay cool, calm and collected
- Try to control your facial expressions; don't show your own fear/disbelief at what is being shared
- Listen carefully and empathise
- Do not promise to keep a secret, it may be necessary to share the concerns to protect the child or others
- Do not challenge or contradict their account, listen and express concern
- Even if there is doubt regarding the disclosure or concern, treat the concern as truthful
- Advise the child that their safety and welfare is your primary concern
- Be honest and explain you must share the concern with the Designated Safeguarding Person.

**10.4** Initially, assess the situation, is there an imminent risk, are emergency services required – if so, take necessary and appropriate immediate action by dialling 999.

**10.5** Actions to manage immediate risk are likely to include:

- Contacting emergency services
- Protecting the safety and wellbeing of the child
- What would the child like to happen?
- Ensuring the safety and wellbeing of others (including yourself)
- if there is a possibility of a crime having occurred, secure any evidence (where possible leave items in situ and guard their presence until instructed otherwise by emergency services).

**10.6** As soon as possible after the urgent action has been completed, try to identify another staff member or adult to be with you.

**10.7** Inform the Designated Safeguarding Person. Document all actions taken (see **RECORD** below).

**10.8** If there is no immediate risk or, once the immediacy has abated, speak with the child concerned. Tell them what is happening and reassure them that all that can be done is being done to help them.

### RECORD

**10.9** It is important that you document all actions taken.

- Take details of the person involved (if not a staff member)
- Make detailed notes of what you saw/witnessed/heard
- If a specific allegation has been made, try and record that account in as much detail as possible
- Include actual speech where relevant, if abusive or unpleasant language is used, document the exact language, do not alter/amend or minimise
- If an individual is injured, write down a description of the injuries as you saw them
- Document what you did and why
- Document the child wishes – consider a child centred approach

- Write down who else was present, who else may have overheard or witnessed the issue at hand – take contact details of anyone who is not a staff member
- Time and date your notes and sign them. If using electronic recording, consider sending your notes to yourself using internal email
- REMEMBER – dependent upon the seriousness of the incident, your notes may be scrutinised by internal or external bodies or even criminal courts. Be factual, be detailed, and do not state opinions
- ALWAYS – secure documentation and keep content confidential.

## **REPORT**

**10.10** As documented in ‘**RESPOND**’ above, in the event of emergency, contact emergency services by dialling 999.

**10.11** Where statutory agencies are involved, work collaboratively and collectively in a multi-disciplinary approach. The Police should be allowed to have primacy with support and resources provided as necessary.

**10.12** Ensure the wishes of the child subject to the concern have been heard and that they have been involved in decision making where possible.

**10.13** All documentation/details of the incident or concern should be handed to the Designated Safeguarding Person.

**10.14** Confidentiality must be maintained, and documentation securely stored, with no details shared outside the reporting process documented within this procedure.

**10.15** When sharing information, remember these golden rules:

- If concerned, always seek advice
- Be transparent – The Data Protection Act (DPA) is not a barrier to sharing information provided personal data is shared appropriately and where necessary.
- Consider the public interest – Base all decisions to share information on the safety and well-being of that person or others who may be affected by their actions. The Welfare of the child shall always be paramount.
- Share with consent of the child where appropriate. You may still share information without consent, if this is in the child’s interest.
- Keep a record – Record your decision and reasons to share or not share information.
- Accurate, necessary, proportionate, relevant and secure – Ensure all information shared is accurate, up-to-date, necessary. Share only the information that needs to be shared and share with only those who need to receive it.

## **11. Concerns for Adults at Risk**

**11.1** The concept of ‘well-being’ is threaded throughout adult safeguarding legislation and guidance and is related to the personal dignity, support and inclusion of all.

**11.2** The Social Services and Well-being (Wales) Act 2014 defines an Adult at Risk<sup>1</sup> as an individual over the age of 18 years who:

- Is experiencing or is at risk of abuse or neglect  
AND
- Has needs for care and support (whether or not the local 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.

**11.3** We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, in particular those adults with care and support needs.

**11.4** Safeguarding adults is everyone’s responsibility. We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within Tecstiliau CBC property or in the wider community.

**11.5** At Tecstiliau CBC we recognise that all adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and



poor practice and to live in an enjoyable and safe environment. The rights, dignity and worth of all adults must always be respected.

### **Categories of Adult Abuse**

**11.6** Abuse is a violation of an individual's human and civil rights by another person or persons.

**11.7** Abuse can occur in many different ways. Some may be easily identifiable, often abuse is hidden and not disclosed or visible. It is for this reason that where concerns are identified they are acted upon, support is provided and where appropriate others are notified.

**11.8** Abuse can take place upon any individual in any setting. Abuse may for example take place in a home environment but be reported or become visible in a work environment.

**11.9** There are five defined Categories of Adult Abuse (Social Services and Wellbeing (Wales) Act 2014):

- **Physical** - includes hitting, slapping, misuse of medication, undue restraint or inappropriate sanctions.
- **Sexual** - includes rape and sexual assault or sexual acts to which the child has not or could not consent and / or was pressured into consenting.
- **Financial** – includes theft, fraud, pressure about money, misuse of money.
- **Emotional** - can involve deliberately trying to scare or humiliate a child, isolating, neglecting or ignoring them and may combined with other forms of abuse.
- **Psychological** - includes threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks.

**11.10** Additionally, it is important to be aware of additional behaviours which fall

within the above categories, but are specific forms of abuse in their own right, including:

- **Extremism and Radicalisation** – Extremism is defined in the 2011 Prevent strategy as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. Children with disturbed or troubled backgrounds are frequently targeted and particularly vulnerable to exploitation.
- **Female Genital Mutilation** – FGM comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons. There is a specific legal duty to report all FGM concerns.
- **Modern Slavery**– Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour.
- **Criminal Exploitation** – Criminal exploitation is a form of modern slavery that sees victims being forced to work under the control of highly organised criminals in illegal activities such as forced begging, shoplifting and pickpocketing, cannabis cultivation, drug dealing and financial exploitation.

## **12. Signs of Abuse**

**12.1** Abuse can take place in any context and by all manner of perpetrator. It is important to recognise that abuse may have occurred within Tecstiliau CBC premises or elsewhere.

**12.2** There are many signs and indicators that may suggest someone is being abused or neglected. These include but are not limited to:

- Frequent or unexplained bruises or injuries or incompatible explanation
- Denial of injury or lack of medical attention when an injury is present
- Multiple or recurrent injuries
- Poor hygiene, clothing
- Stealing or hiding food
- A significant change in the behaviour or confidence of a person
- Obvious or apparent anxiety when with others or particular individuals
- Self-harm
- They may have a fear of a particular group of people or individual

- Age inappropriate sexual language
- A disclosure of abuse.

**12.3** The presence of one or more of these signs does not necessarily mean that abuse is occurring, but it should prompt further action, not least speaking to the Designated Safeguarding Person (see Section 10 or 15 – ‘What to do if you have a Concern’).

### **13. Differences between Safeguarding Children and Adults**

**13.1** Safeguarding children and adults is fundamentally different in several ways. By means of example, we will routinely make decisions on behalf of children, particularly with regards to safeguarding matters. As adults we have the right morally and in law to make our own decisions, even if they are unwise decisions. Additionally, unless there is an urgency or risk to others, we should seek the consent from the adult concerned before taking action.

**13.2** When safeguarding adults, we must put the adult at the centre of the decision making, involving them in the safeguarding process and seeking their consent to share information. This is often referred to as ‘Making Safeguarding Personal’.

**13.3** The Social Services and Wellbeing (Wales) Act 2014 defines the principles of Safeguarding Adults:

- Pay attention to what people want.
- Remember people’s dignity.
- Think about each person. Think about their culture, beliefs and language.
- Support people to be part of decisions about their life.
- Expect adults to know what is best for themselves.
- Support adults to be as independent as possible.

**13.4** We all have different lifestyles, preferences and circumstances in life, so it would be unhelpful for any safeguarding procedure to prescribe a precise process that must always be followed whenever a concern is raised. However, there are key issues that should be considered when abuse or neglect are suspected, and there should be clear guidelines regarding this. (see Section 15 – ‘What to do if you have a Concern about an Adult at Risk’).

### **14. Consent and Information Sharing for Adults**

**14.1** Although we want to make safeguarding personal, there are some circumstances when we may need to take action without an adult’s consent.

**14.2** We must recognise that an adult at risk may not want you to act on your concerns or their disclosure.

**14.3** Sharing information with the right people is central to good practice in safeguarding adults. Provided it does not increase risk to the individual, it should be explained to the adult that there is a duty to share the concern with the Designated Safeguarding Person. You should reassure the adult that they will be fully included on what happens and at the centre of decision making.

**14.4** Dependent upon the situation, listening to the wishes of the individual, it may be appropriate to protect the identity of the individual by not sharing the name/identity with the DSP. Nevertheless, there is still a duty to share the concern with the safeguarding lead, albeit without identifying the individual concerned.

**14.5** Occasionally, it may be necessary to report a safeguarding concern regarding an adult to external agencies, such as Social Care or the Police. Breaching consent/confidentiality is appropriate only in certain circumstances, such as:

- You have reason to believe the adults health and or wellbeing will be adversely affected by ongoing harm.
- Other people are, or may be, at risk from the person causing harm, including children.
- It is necessary to prevent a crime, or a serious crime has been committed.
- Sharing the information could prevent a crime and help to stop abuse.
- The adult may be under duress or being coerced.
- The alleged abuser has care and support needs and may also be at risk.

**14.6** Unless in emergency situations (imminent risk), advice should be sought from the Designated Safeguarding Person prior to referring externally.

**14.7** Where uncertainty remains regarding the necessity to breach confidentiality/consent, the Designated Safeguarding Person should speak with Adult Social Care, providing details of the circumstances but not the individual identities. Free, independent and expert guidance will be given in line with legislation, guidance and best practice around next steps.

**14.8** When sharing information, remember these golden rules:

- If concerned, always seek advice
- Be transparent – The Data Protection Act (DPA) is not a barrier to sharing information provided personal data is shared appropriately and where necessary
- Consider the public interest - Base all decisions to share information on the safety and well-being of that person or others who may be affected by their actions.
- Share with consent where appropriate – Where possible, respond to the wishes of those who do not consent to share confidential information. You may still share information without consent, if this is in the public interest.
- Keep a record – Record your decision and reasons to share or not share information.
- Accurate, necessary, proportionate, relevant and secure – Ensure all information shared is accurate, up-to-date, necessary. Share only the information that needs to be shared and share with only those who need to receive it.

## **15. What to do if you have a concern for an Adult at Risk**

**15.1** It is not the responsibility of any Tecstiliau CBC directors, employees, temporary workers, casual staff, volunteers, contractors, community partners and clients to determine whether abuse or neglect is actually taking place.

**15.2** It is the responsibility of any Tecstiliau CBC directors, employees, temporary workers, casual staff, volunteers, contractors, community partners and clients to **RESPOND**, **RECORD** and **REPORT** concerns in accordance with the safeguarding policy.

### **RESPOND**

**15.3** When responding to a safeguarding risk involving an adult:

- Try to stay cool, calm and collected
- Try to control your facial expressions; don't show your own fear/ disbelief at what is being shared
- Listen carefully and empathise with the adult
- Do not promise to keep a secret, it may be necessary to share the concerns to protect the adult or others
- Do not challenge or contradict their account, listen and express concern
- Even if there is doubt regarding the disclosure or concern, treat the concern as truthful
- Advise the individual that their safety and welfare is your primary concern
- Be honest and explain you must share the concern with the Designated Safeguarding Person.

**15.4** Initially, assess the situation, is there an imminent risk, are emergency services required – if so, take necessary and appropriate immediate action by dialling 999.

**15.5** Actions to manage immediate risk are likely to include:

- Contacting emergency services
- Ensuring the safety and wellbeing of the adult
- Establish what the adult would like to happen
- Ensuring the safety and wellbeing of others (including yourself)
- if there is a possibility of a crime having occurred, secure any evidence (where possible leave items in situ and guard their presence until instructed otherwise by emergency services).

**15.6** As soon as possible after the urgent action has been completed, inform the Designated Safeguarding Person. Document all actions taken (see **RECORD** below).

**15.7** If there is no immediate risk or, once the immediacy has abated, speak with the adult concerned. Remember to 'make safeguarding personal'. What is it that they want, how can you assist them, how can you help them? Make efforts to resolve the situation involving the adult in the decision-making process.

#### **RECORD**

**15.8** It is important that you document all actions taken.

- Take details of the person involved (if not a staff member)
- Make detailed notes of what you saw/witnessed/heard
- If a specific allegation has been made, try and record that account in as much detail as possible
- Include actual speech where relevant, if abusive or unpleasant language is used, document the exact language, do not alter/amend or minimise
- If an individual is injured, write down a description of the injuries as you saw them
- Document what you did and why
- Document the adults wishes
- Write down who else was present, who else may have overheard or witnessed the issue at hand – take contact details of anyone who is not a staff member
- Time and date your notes and sign them. If using electronic recording, consider sending your notes to yourself using internal email.
- REMEMBER – dependent upon the seriousness of the incident, your notes may be scrutinised by internal or external bodies or even criminal courts. Be factual, be detailed, and do not state opinions
- ALWAYS – secure documentation and keep content confidential.

#### **REPORT**

**15.9** As documented in '**RESPOND**' above, in the event of emergency, contact emergency services by dialling 999.

**15.10** Ensure the wishes of the adult subject to the concern have been heard and that they have been involved in decision making.

**15.11** Share details promptly with your Site Safeguarding Lead or Designated Safeguarding Person, you should not share information with anyone else unless the adult has agreed you may do so. The only exception being where there is a continuing risk to the adult or to others. (see paragraph 8.5).

**15.12** All documentation/details of the incident or concern should be handed to the Designated Safeguarding Person.

**15.13** Confidentiality must be maintained, and documentation securely stored, with no details shared outside the reporting process documented within this procedure.



**PERMISSION to PARTICIPATE**  
*for under 18 on workshops/events*

I confirm that I \_\_\_\_\_ am the legal parent/guardian of  
\_\_\_\_\_.

I hereby consent to the above child (under the age of 18) participating in the workshop event at our space to gain greater skills and improve their understanding of textiles and design. Therefore, I am able to give parental consent for my child to participate in the activities associated with the event.

Emergency Contact Details:

Parents mobile #: \_\_\_\_\_

Additional contact #: \_\_\_\_\_

Any additional information:

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